

Job Title	Employee's Name
Captain (makes sure everything is on task); meeting organizer, leader of discussions and planning, etc.)	
Co-Captain – assists Captain (makes sure everything is on task); meeting organizer, leader of discussions and planning, etc.)	
Recorder (keeps a record of submitted assignments) (Creates a chart of due assignments and when participants turned them in.)	
Attendance Tracker_ Keep attendance, along with the captains, of each group meeting, conference or chat, and submit the roster in the appropriate DROPBOX after each meeting	Terrill Gatewood
Discussion Post Manager (creates and manages the Posts)	
Dropbox Manager (creates and manages the Dropbox)	
Conference meeting organizer (decide with communication source will be used, sets it up, and sends invitations to members, professor, and classmates as applicable)	
Graphic Designer	
Editor of Collected Written Material	
Editor of Collected Written Material	
Other	Terrill Gatewood