**The president** leads the upcoming meetings and, in order to do that, prepares an agenda. The President is succeeded by the secretary after every week.

**The secretary** writes down minutes during the meetings, which are to be discussed and approved during the next meeting. He also compiles all individual logbooks into one collective logbook. Similarly to the president, the secretary is changed weekly.

**The Quality Assurance Manager** has to keep the Work Plan up to date and is responsible for the communication between the group and the tutor. Moreover, he is responsible for the whole process of the project. He makes sure that the products meet the requirements and are handed in time. The Quality Assurance Manager is rotated after the first three weeks and two weeks after that.

**The role of the materials manager** is responsible for the provided materials, with the purpose of maintaining their initial state until the end of the project. The role of materials manager is not changed during the course.