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| **Case Study #**  **Group #** | | |
| **Name** | **Team Leader**  **“X”** | **Task Assigned** |
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Team leader responsibilities:

* Submitting the case study and any related files to the dropbox before the due date.
* Assigning tasks and due dates to each team member.
* Ensuring each team member completes their assigned tasks by the due date given, by following up with each team member regularly.
* Letting the instructor know of any questions or problems the team is having.