**2.3 I can describe the roles, IT tools and facilities needed for collaborative tasks and communication media**

Within a given collaborative task, such as a formal meeting, a number of personnel and equipment may be necessary. There will be a team of people with a more experienced or designed person that is a team leader. A team leader is someone that is responsible for the performance and development of their team members. They may perform administrative tasks for their team such as handling leave/ illness and also promote their development in work. A team member is someone who has a team leader, and does the ‘ground work’ if on the front line. This being said a team may be formed of very experienced people, all of whom are then responsible for the next person under themselves, metaphorically speaking. In my organisation, the manager of my team leader is an Operational manager, responsible for all team leaders in my area as well as other teams. Their manager is an executive director, who is then responsible to the CEO. In a meeting minutes may also be taken or recorded, either generally by a team member or by someone who regularly performs administrative and associated tasks. Depending on the importance of a meeting there may also be people in the background, such as who specialise in IT, there to resolve any issues which may occur.

The technology required for a collaborative task will certainly be some form of collaborative technology such as Microsoft Teams, especially if some team members are attending remotely, or Adobe Connect. Whilst Adobe Connect may be suitable in a learning environment due to features such as a whiteboard and the file sharing system, Microsoft Teams will be more suitable for a formal or informal meeting. There will also need to be the ability to connect with one another, through the internet or intranet.

If the device they are viewing teams on does not have a microphone or speaker then something such as a headset may also be required. It may be helpful to project onto a larger screen either the resources for the meeting, or the remote people attending so that they can see other meeting participants.