# Team roster and communications plan

Once the team has been established, all team members must discuss and agree upon their communication roles.

The section below is to be filled in and retained for record keeping purposes.

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| **Team name** | *Type in your team name here* | |
| **Team meeting purpose** | *What is the overall goal of your planned team meetings? What do you wish to achieve through these meetings?* | |
| **Team roles** | **Role** | **Assigned to / Name** |
| Team Leader | *Name of the team member* |
| Communications Coordinator | *Name of the team member* |
| Time and Record Keeper | *Name of the team member* |
| **Agreed team meeting days (Mon-Fri)** | | *Weekday* |
| **Agreed team meeting time (08:00am – 5.30pm)** | | *Time* |