

## **Team Organization**

**Team Name: The Bookkeepers**

### **Team Administrator**

- General management
- Keeps everyone on track
- Makes sure project deadlines are hit

### **Secretary**

- Keeps meeting notes
- Reserves room for meetings
- Assigns meeting times (wednesdays 3:00pm)
- Reminds members to insure attendance

### **Note Taker**

- Takes notes
- Completes meeting logs
- Fills out project reports
- Organizes notes

### **Coder (3 people)**

- Codes