

Team Organization

Team leader

- 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