Discussion Leader - Dale

* Works to keep the group on track
* Charged with ensuring full participation from all team members
* Helps to moderate individuals who may try to dominate the group discussion.

Record Keeper and Scribe - Denise

* Keeps track of unresolved issues
* Records group strategies
* Maintains archives of all work sheets and electronic files
* Makes available all work sheets and electronic files
* Convenes the group outside of class as necessary

Reporter - Ciara

* Assembles the draft of the group's solution for the project.
* Solicits feedback from all group members.
* Incorporates agreed-upon changes.
* Submits the project.

Summariser and Timekeeper - Dylan

* Summarises the progress of the group at various stages of the project – helps ensure all team members are on the "same page”, and can make recommendations for improvements.
* Makes sure the group stays on schedule – for the current group meeting and for the project as a whole.