**TEAM LEADER RESPOSIBILITIES**

1. **1st day of leadership week:**
2. COMMUNICATE with **all team members** using chat, text, email etc.
3. Remind students of the upcoming week’s assignments.
4. Ask members if they want to meet, or if they need help for the week.
   * As the leader see if you can help or find someone on the team to help.
   * Perhaps not everyone will join, that is okay, not everyone has to do this.
5. If there is a team assignment, make plans to complete (see B) and let people know the approach you will use to get it completed.
6. **PLANS FOR COMPLETING TEAM ASSIGNMENTS: Everyone on team should participate to earn credit for completion.  
   Suggestions: As a team decide the best way to get the assignment done. The leader for the week can decide the approach for the team, different leaders may use different approaches.**
   1. **Plans for completion.**
7. Members work on the entire assignment individually and meet virtually to review.
   1. Each member can post their assignment in file exchange in BB or use a shared google doc.
   2. Leader reviews all submissions to see if there are areas that need further discussion before finalizing the team submission.
8. Members meet to work on the assignment as a team in **real time.**
9. Leader divides up assignment, giving each member a **part with instructions**, to complete, when, and how to submit to leader (email, posting, google doc).
   1. Each member can then post their portion of the assignment in google docs or post on file exchange**. This is important so everyone can see it.**
   2. Leader can review the submissions and see if there are areas that need further discussion.
10. Leader complete team submission, please include only the names of students that contributed to the assignment on the report.
11. Leader submits the outgoing leader report for the week. Please include the only the names that have been involved with the team during the week. List any issues that came up, and if there are any unresolved questions. If you tell me what is going on I can attempt to resolve problems and issue questions.