**Team name**:

**Team motto**:

**Team member responsibilities (all): *[Edit this list based on your own team agreements.]***

* Read, view, understand, and analyze materials and instructions
* Share ideas and contribute significantly to the project
* Provide feedback to each other about contributions and teamwork
* Ensure that everyone is employing all aspects of effective teamwork
* Meet deadlines
* Make the process fun!

**Team roles**: ***[Edit this list based on your own team agreements.]***

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Team member** (first person to play role) |
| Task Coordinator/Schedule tracker |  |  |
| Note Taker and Team spokesperson |  |  |
| File system manager |  |  |
| Editor 1 |  |  |
| Editor 2 |  |  |
|  |  |  |
|  |  |  |

Time frame for responding to team messages:

What a team member should do if they will not be able to meet a deadline:

What a team member should do if they have a question about how to complete the work:

What a team member should do if they notice someone has not completed the work on time or at the expected level of quality: