# Team roles template

Collaboration requires working cooperatively and productively in groups or teams, where all team members work equally together to complete a project or task. Team members may have many different roles, depending on the number of smaller tasks that need to be completed within a project. Some tasks will be creative or technical, while other tasks may focus around researching or group organization and administration.

Use this document to help work out the responsibilities of each member of your team. Share this document with your team using Office 365 or Google Apps.

The table below has been completed as an example. It lists each team member in the first column, with different components of the work to be completed in the other columns.

Delete the contents of this table to add your own information. You might need to additional rows and columns.

| Team member | Project roles | Research task | Video | Website |
| --- | --- | --- | --- | --- |
| John | Checker, quality assurance | Topic 1 | Props and sets | Main writer |
| Batool | Recorder, note taker, record keeping | Topic 2 | Script writer | Second writer, Google Sites expert |
| Courtney | Leader, timekeeper | Topic 3 | Video Editing | Graphic designer |
| Sanjeet | Spokesperson, correspondence | Topic 4 | Camera and sound | Multimedia |