# Team roles – example

The table below shows an example of a team roles table. Collaboration requires working cooperatively and productively in groups or teams. All team members must work together and share tasks to complete a project or task.

The table of team roles helps you to work out the responsibilities of each member of your team. Update it when roles change or new responsibilities are identified. Refer to it whenever you need a reminder about your roles.

Team members may have many different roles, depending on the number of tasks to be completed within a project. Some tasks will be creative or technical, while other tasks may focus around researching or group organisation and administration. Some tasks will only be known later in the project, for example, when you decide how best to present your topic information.

You can access a team roles template to use in your project from the main page.

| Team members | Project roles | Research task | Presentation - development | Present |
| --- | --- | --- | --- | --- |
| John | Checker, quality assurance | Question 1 and 3 | Props and sets, graphic designer | Presenter 1 |
| Batool | Recorder, note taker, record keeping | Question 2 | Script writer | Actor and demonstrator |
| Courtney | Leader, timekeeper | Question 4 | Video Editing | Presenter 2 |
| Sanjeet | Spokesperson, correspondenceGoogle Sites expert | Question 5 & 6 | Camera and sound | Video operatorSet up manager |