**Team roles and responsibilities**

**Each team MUST have:**

**Project manager** –will manage the project and will need to:

* Check out the assessment information so your team scores maximum marks.
* Make sure the team is working as one and that everyone understands the project.
* Keep your team’s Event log up to date or delegate this to a team member.

**Accountant –** will manage the budget for your idea and will need to:

* Decide what materials need to be bought and do the buying.
* Keep accurate records of what has been bought and sold back to the shop.
* Be the expert on the prices of all the materials and advise which are best to use in terms of their cost by reading the shop resource list in the Student Booklet.

**Your team may also consider having one or more of the following roles or you can devise your own roles:**

**Client Communication officer –** responsible for co-ordinating the client presentation and will need to:

* Lead the team in developing the presentation to the client.
* Ensure all members of your team understand your product and are actively involved in the presentation.

**Safety officer** – responsible for the safety of your team and will need to:

* Monitor the working conditions of your team to it remains tidy and everyone is safe.
* Advise on any health and safety issues arising.

**Diagnostic engineer** – responsible for diagnosing issues with performance and managing problem solving and will need to:

* Check the performance of your product throughout the development period to ensure it works effectively and as intended.
* Guide the team in solving any performance issues arising.

**Mechanical engineer** – responsible for the structure and mechanics of your prototype and will need to:

* Ensure the structure and mechanics are well engineered
* Ensure the electronics fit within the structure

**Electronic engineer** – responsible for the use of electronic components and will need to:

* Advise on the purchase and assembly of any electronic components.
* Read the ‘How to sheets’ relating to any electronic components to ensure these are used safely and correctly.

***Teamwork is key to success (and key to being a good engineer)!***