

To facilitate the group project, we will spend at least one day in the library to get started. All members of the group are responsible for reading ALL the stories, but the group should focus particularly on the story assigned. Each group will need to decide amongst themselves who takes which role.

**Captain** - This person is in charge of seeing to it that the group is organized, gets started on projects quickly and everyone knows what to do, and which pieces of the project fall to whom.

**Monitor** - This person keeps track of time to keep the group working smoothly. This person also sees to it that the group has everything it needs. The monitor is the only person who can pull the captain aside and remind her/him that s/he is not doing her/his job if the captain is off task.

**Recorder/Editor** - This person sees to it that the group has all the information it needs. This person sees to it that all the required aspects are addressed. This person has the added responsibility to make sure that the team's work is original and not plagiarized.

**Reporter** - This person is in charge of reporting the group's accomplishments. When the group presents a final product, the reporter is in charge of seeing that it gets done on time and well.

None of the aforementioned jobs excuses any team member from not working at any time. In a group of three, everyone will take turns reporting.

**RESPONSIBILITY CHART**

**GROUP MEMBERS**

1.) \_\_\_\_\_

3.) \_\_\_\_\_

2.) \_\_\_\_\_

4.) \_\_\_\_\_

**BREAK-DOWN BY MEMBER:**

Member 1: \_\_\_\_\_

Member 3: \_\_\_\_\_

**WORK DONE / POINT VALUE / AMOUNT OF TIME**

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Member 2: \_\_\_\_\_

Member 4: \_\_\_\_\_

**WORK DONE / POINT VALUE / AMOUNT OF TIME**

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