Project Manager

You must be highly motivated, organized, good presenter, and willing to call out other students who get off track. You should also be willing to jump in and assist if someone falls behind.

Responsibilities:

Assigning roles

Filling out online application

Creating OneNote notebook

Make To-Do list with timeline

Complete business requirements sheet

Creating PowerPoints or Prezi for your group presentations

Weekly report out sheets

Ensure each member contributes to design document- edit/proofread design document

Check in with each member a couple times a week and hold group meetings during class at least once a week.