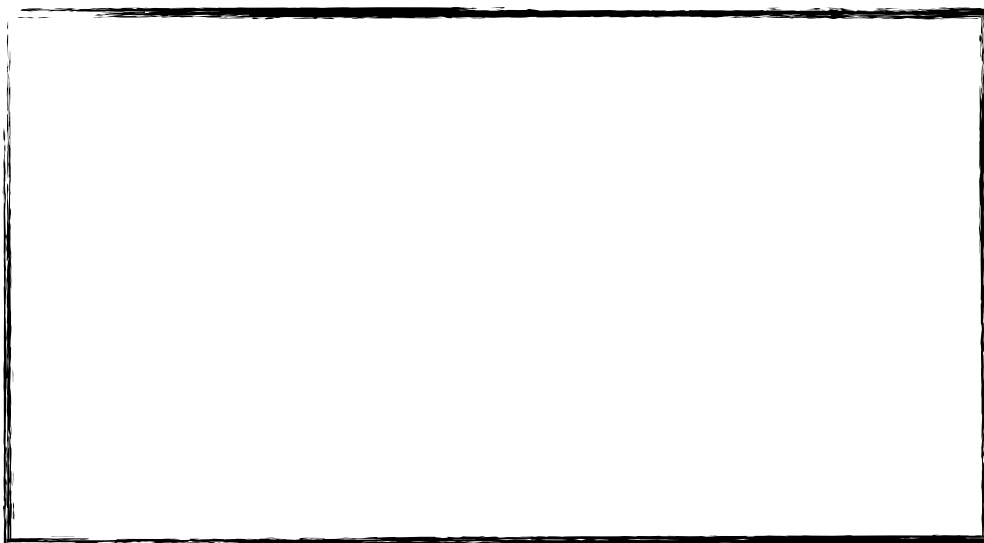


Team name and logo



Team members and roles:

1. Leader (speaker):

2. Secretary:

3. Materials:

4. Assistant:

I have read this document and I understand my role.

Signature:

LEADER	SECRETARY	MATERIALS	ASSISTANT

Roles explained:

1. **Leader.** The leader is also the speaker of the group.
 - He/she is the responsible of the group and the one to transmit any information to the teacher. Encourage every member to work and indicate any misbehaviour to the teacher.
 - He/she is the first-checker of the group (check that every member of the group is completing their tasks). Check that they say the truth in these documents.
 - Explain the tasks to other members of the group.
 -

2. **Secretary.** He/she is the person who controls and double-check every activity done.
 - He/she is the person responsible to organise chairs/tables WITH the help of the other members of the group.
 - Also controls the attendance of the team members.
 - Indicate if the different members of the group do their homework and classwork.
 - Take this document from the teacher at the beginning of every lesson and bring it at the end of the lesson.
 -

3. **Materials.** He/she is the person in charge of the materials.
 - He/she has to make sure that everyone in the group brings the needed materials to work (books, notebooks, pen, pencil, etc).
 -

4. **Assistant:** He/she is the substitute person in case of absence of any member of the group. He/she will assume the work of the missing person.
 - He/she is also in charge of controlling the noise level of his/her group.
 - Help the secretary with the organisation of chairs and tables.
 -

**SECRETARY-
ATTENDANCE:**

	LEADER	SECRETARY	MATERIALS	ASSISTANCE
Monday 9th March				

MATERIAL-

Indicate with **YES** or **NO** if the student bring his/her:

- Book
- Notebook
- Pen / pencil / etc (material to write).
- Material required for the specific lesson (only when indicated by the teacher)

Student's name // Date:

	Monday 9th March	Tuesday 10th March	Thursday 12th March				

LEADER'S DIARY:

(Indicate here any relevant information of the work you have done every day:
What have your group done during the lesson? Is every member of the group
collaborating with the task?...)

DATE: Monday, 9th March 2020

DATE: Tuesday, 10th March 2020

DATE:

DATE:
