1. Collect and return all Materials.
2. Manage operation of equipment.
3. Ensure safe use of equipment.
4. Manage fair use of equipment.
5. Report broken or malfunctioning equipment.

1. Read instructions.
2. Lead group discussions.
3. Ask questions of the teacher.
4. Ensure participation of all group members.
**Time Management Specialist**

1. Monitor time.
2. Keep group on task.
3. Watch for group safety.
4. Encourage participation of all group members.

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**Data Information Manager**

1. Record all data.
2. Write activity results on class charts.
3. Report findings to class.
4. Report all results fairly.