

Activities

Project planning

1. Match the following members of the group to their responsibilities.

Secretary

Ensures that the groups' tools don't get lost or damaged.

Health and Safety Officer

The person who leads and represents the group

Tools Officer

Makes sure that all members leave their workspace in a clean and orderly manner.

Coordinator

Collects, checks and organises all the documents.

Materials Officer

Obtains and later recycles the materials used to do the project: wood, wire, plastic, etc.

Cleaning Officer

Makes sure that all classroom workshop rules are followed and all machines are used safely.