

Project planning

Activities

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

Secretary

Health and Safety Officer

Tools Officer

Coordinator

Materials Officer

Cleaning Officer

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

The person who leads and represents the group

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

Collects, checks and organises all the documents.

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

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