PROJECT PROPOSAL

Company Name: Project Development Center(PDC)

Project Members:

1.	Ufuk BICEN	1297555
2.	M. Harun ALPAK	1249903
3.	Omer Faruk AYGUN	1297506
4.	Ali Osman TEKIN	1250802

Project Title: Virtual Classroom Tool

Description of the Project:

The goal of this project is to create a tool that simulates a classroom in the real world. That is, this tool creates a environment for students to communicate with the instructors and class in real-time. There will be a whiteboard that can be accessed every member; unlimited access for the instructor and a limited access by the students(after the student raises his hand and the instructor gives permission to him to access to the board) It will also include a chat tool for each member to communicate. This will provide the interaction of students and the instructor.

Roles and Responsibilities:

Leader: **Ali Osman TEKIN**

This person should control whether the members do their work or not. He should decide on the responsibilities of each group member and distribute the tasks to members according to their capabilities. He should ensure that each member is present at the meetings. He should also be responsible for the participation(as a gate keeper) and motivation(as an optimist) of the members. Finally he should present the current view of

the project, at a meeting time, to the supervisor.

Skeptic: **Ufuk BICEN**

This person is responsible for finding the potential flaws of the project. He should then report these problems to the initiators.

Initiators: **Ufuk BICEN, Omer Faruk AYGUN, Mustafa Harun ALPAK**

These people are responsible for creating new ideas for the project. They should suggest solutions to the problems reported by the skeptic.

Timekeeper: **Omer Faruk AYGUN**

This person should record the time spent for each meeting and also make sure that each member knows the agenda. He should remind the tasks of each member in the next meeting which are already given by the leader and put in the agenda.

Recorder: **Ufuk BICEN**

This person records what is done at each meeting.

Summarizer: **Mustafa Harun ALPAK**

This person is responsible for summarizing what is done at the previous meeting at the beginning of each meeting. He should also summarize what is done at the current meeting at the end of that meeting.