Team Roles:

FACILITATOR:

Distributes the written agenda

Moves the team through the discussion of each item

Ensures that the team remains task oriented

Keeps team members focused on team goals

Seeks to clarify information and opinions

Seeks out the input of members who are silent

Pulls together the major ideas, and restates/summarizes the major points or decisions made

Helps solve any interpersonal problems between members

Promotes open discussion in order to resolve conflicts and develop consensus

Sets the next meeting agenda with team input and time for each item

JARGON BUSTER:

Reminds team members when they are using words that are not commonly understood by all present

Signals the user to explain/define the terminology

Asks for translation into everyday language

ENCOURAGER:

Warmly encourages everyone to participate, recognize contributions, demonstrate acceptance of ideas, and generally being responsive to team members.

Once a team is experienced, this role usually doesn’t need to be assigned --- it just happens naturally.

TIMEKEEPER:

Keeps track of the tie spent on each item according to how much time the team originally allotted for it.

Signals the team shortly before the time is up to allow for discussion wrap up.

If an item requires more time than allocated:

Group can defer the item for additional discussion at next meeting.

Group can continue discussion and eliminate another item – moving it to the next meeting.

RECORDER:

Takes notes of the meeting.

Includes all agreed upon outcomes of the meeting.

Asks for clarifications and summarizes group discussions.

Distributes the meeting notes to all members.

OBSERVER:  
Pays attention to the teaming process.

Pays attention to the way members work together collaboratively.

Gives feedback at the end of the meeting on how well they did in their assigned roles and on collaboration.

This can be very awkward when a team is first forming; however, it is a critical time for feedback and creating collaborative teams.

REPORTER:

There are times when the results of the team meeting will need to be communicated to others not on the team.

The reporter understands the decisions made by the team and accurately and effectively explains them to others not on the team.

SNACK PROVIDER:

An optional role that can be an energizer for the team.

RECORDER/MEETING MINUTES