

potential roles

everyone should have a role in a meeting.

you can swap roles halfway through.

scribe/note taker

Summarising the 'work' of the meeting - points people make; organising them; ensuring they are what people meant.

timer

keep group on schedule - buy a kitchen timer, let it do the work

facilitator

make sure everyone gets a voice, keep things flowing, especially for remote people

presenter

at end plays back the group output to the audience/wider team

idea generators

one at a time and discuss? all together then collate and discuss? - how will you do it?

jargon buster

keeping it plain English, remove jargon and acronyms

Develop team practices
