**COLLABORATIVE ROLES**

* Facilitator / Chairman – essentially keep the focus for the meeting and ensures efficient, purposeful direction. Effective facilitation in a meeting is key and is often held by an administrator or team leader, particularly when first establishing collaborative team meetings in a school
* Moderator – ensures attentiveness is paid to time, increasing the efficiency of the meeting and the goal of determining supports for the maximum number of people possible
* Recorder – records notes during the meeting, noting actions, who is responsible and completion dates. Having these notes visible during the meeting (through projection) is a valuable consideration.
* Interrupter – shared by a previous school we worked with, the interrupter is charged with the task of interjecting with “yeah, but what are we going to do?” when conversations become overly extended or dive off on a tangent. This vital role can keep the team’s collective focus on action
* Secretary : This takes minute of the various meetings and ensure that attendance is look out for and all roles are well carried out

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| **MEETING OUTCOME** | | |
| **1** | Adobe connect | Interactive features  Workgroup collaboration  Document Protection  Clarity of information,  Increased productivity  Files Management  Improved Communication  Compatibility issues  Nobody uses all the functions |
| **2** | Teams | Clarity of information,  Increased productivity  Files Management  Improved Communication  Compatibility issues  Nobody uses all the functions  Connectivity Issues |