Group Roles

Leader: Summarizes the problem, proposes a strategy, coordinates the conversations, keeps everyone on task, and keeps track of available time

Code Keeper: Assures that results are being recorded on the google sheets. Coordinates the sharing of code keeping track of the "best" code.

Recorder: Writes down notes during group meetings.

Monitor: Assures that ALL are participating and comfortable with the group consensus with responses; brings up alternative possibilities; inquires about learning processes

Things that the **Leader** might say:

- "I suggest that we use this strategy to complete the assignment"

- "Let's each say what we think could be reasonable and see where our differences are."

- "To stay on schedule we need to finish this part in the next 2 minutes or day, or week"

- "That's an interesting idea but it's not really on target with what we need to focus on right now."

Things that the **Recorder** might say:

- "I'll jot down our ideas and then we can decide what the strongest answer is"

- "Let me read out loud what I wrote as our key points and let me know if you agree."

- "Wait a second! What Pat just said isn't consistent with what I already wrote based on what Chris and I were talking about."

Things that the **Monitor** might say:

- "Pat- you haven't said anything in awhile; what are you thinking about this problem?"

- "Chris- I think you're ahead of the rest of us; can you please explain your thinking a bit more for Pat and me?"

- "Perhaps we should just take an extra minute to make sure we're not overlooking an alternative and to be sure that we're answering the question."

- "We still have a couple of minutes...can we pick one thing that we didn't do very well that we can improve on for next time?"

The role of the **Code Keeper** is to maintain good code and records. They might set standards, remind others to contribute, re-format, and document. For three person groups, the **Code Keeper** and **Recorder** can be the same person.

I suggest you all plan to CODE and WRITE but you may wish to assign specific group members as a final **Copy-editor**, reading through the final version of the proposal and project checking for typos, inconsistencies etc and a **Graphics-polisher** to take the plots and make sure they are all well formatted, clearly labelled, with strong captions.