

Meta Activity: Team Roles

Decide who will be what role for today; we will rotate the roles each week. If you have only three people, one should have two roles. If you have five people, two may share the same role.

Manager:	Helen Hu
Presenter:	Clif Kussmaul
Recorder:	Chris Mayfield
Reflector:	Aman Yadav

keeps track of time, all voices are heard

asks questions, gives the team's answers

quality control and consensus building

team dynamics, suggest improvements

Questions (15 min)

Start time:

1. What is the difference between **bold** and *italics* on the role cards?

The bold points describe what the responsibilities are. Examples of what that person would say are in italics.

2. Manager: invite each person to explain their role to the team. Recorder: take notes of the discussion by writing down key phrases next to the table above.

3. What responsibilities do two or more roles have in common?

Both the presenter and the recorder help the team reach consensus. The manager and reflector both monitor how the team is working.

4. For each role, give an example of how someone observing your team would know that a person is not doing their job well.

• Manager: The team is constantly getting behind.

• Presenter: The student doesn't know what to say.

• Recorder: Some team members aren't taking good notes.

• Reflector: The student never comments on team dynamics.