**www.library.qut.edu.au**

**Team Roles Roster**

In order to provide all students with the opportunity to develop the variety of skills which are required for teamwork and effective group leadership, specific roles are assigned for team meetings. By rotating the roles on a regular basis, each student will have the opportunity to develop skills in each role and observe it being played by other team members.

The following roles will be used in your teamwork throughout this semester.

|  |  |
| --- | --- |
| Role | Description |
| *Facilitator* | Responsible for chairing the meeting and facilitating participation by all team members |
| *Time Keeper* | Ensures meetings keep to time, ensures individuals stick to any time limits on speaking |
| *Scribe* | Responsible for taking notes and typing up the Meeting Report |
| *Devil’s Advocate* | Responsible for critically examining the ideas of the group members and trying to avoid "group think" emerging within the group |
| *Team Players* | Support the other roles through active followership |

Using your team charter, plan your meetings for the semester in the table below and the roles each team member will play during that meeting. It is the responsibility of each member to know the role they are playing for each meeting and come prepared accordingly. Save the completed roles roster in the team space on Blackboard.

**QUT Library – Teamwork Teaching Resources**

**Adapted from UTS** [**http://www.iml.uts.edu.au/learn-teach/groupwork/unit4.html**](http://www.iml.uts.edu.au/learn-teach/groupwork/unit4.html)

**QUT Box.png**

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| --- | --- | --- | --- | --- | --- |
| Meeting Date/Time | Team Roles | | | | |
| Facilitator | Time Keeper | Scribe | Devil’s Advocate | Team Player |
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