

TEAM MEETING ROLES

1. **Leader**

Responsible for managing mechanics and process of team meeting. This is usually the person that coordinates and directs the work of the team, however, in some cases, a leader for the meeting can be assigned which is different than the team leader allowing the team leader to engage in the meeting without attending to the mechanics of the meeting structure. It also can be empowering for other team members to serve as a meeting leader.

2. **Recorder**

Responsible for creating the meeting record. These notes should capture decisions made, action items and individual(s) responsible for each action item. Often, it is useful to keep notes on a flip chart or white board, immediately available to everyone (including latecomers). Role is usually rotated, meeting to meeting, to share the burden.

3. **Timekeeper**

Watches the time and alerts the group when the time allotted for a particular agenda item is nearly gone. The timekeeper's role is only to inform. It is up to the team as a whole to decide how to use its time, perhaps revising the agenda to accommodate an agenda item that needs more time than expected.

4. **Team Members**

Everyone shares responsibility for the work of the team: sharing knowledge and expertise, participating in decision-making, using good discussion and listening skills, performing special tasks between meetings as agreed.