

Facilitator

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- Remind members to bring necessary materials
- Leads the group discussion
- Encourages members to share, engage, and provide constructive feedback.

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Timekeeper

- Manages and honors time of all members
- Follow timelines on agenda to keep meeting on track
- Reminds the facilitator how much time is left during tasks
- When time goes off track, discuss adjustments quickly and move on

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Recorder

- Captures the conversation; keeps minutes/notes of the group's discussion
- Record upcoming running agenda items as decisions are made
- Don't get caught up in the form; use "reflections" column as a catch all if needed.

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Process Monitor

- Monitor to ensure that the team is following the process of data cycles.
- Use code word if conversation is not on topic to quickly refocus and move on
- Reflect at end of meetings on the team's habits. Where do you get stuck? What can you do to move forward?

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Data Manager

- Organize data prior to meeting
- Email members to request data if not received by agreed upon date
- Compile data for ease of use in meeting or set up in agreed upon manner
- Make notes on trends in data

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Materials Organizer

- Picks up material for the group
- Keeps table materials organized
- Organizes materials at the end of each day

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