



Team Meeting Instructions for Team Roles

2013 Interprofessional Faculty Development Institute for Quality Improvement and Patient Safety

Facilitator

- Reviews the charge of the group
- Asks if any group member has need for further clarification of the charge
- Keeps the group focused on the charge/task
- Summarizes the various ideas of the group on an ongoing basis for documentation by the recorder

Recorder

- Obtain thumb drive from your team's facilitator
- Open word file for team meeting (there are files for each team meeting)
- Read meeting description in binder
- Record table discussion

Presenter

- Presents small group ideas to the larger group
- Works with recorder -- organizes group work into clear, succinct main points
- Reports only on the points that have not been reported by a previous group
- Limits presentation of the group's work to no more than 5 minutes, approximately 3-5 points

Time Keeper

- Monitors the time to ensure the group completes its charge within the allotted time