

# Manager

You are the **manager** for today. Your job is to ensure that team members are fulfilling their roles, the assigned tasks are being accomplished on time, and all members of the team are participating and contributing. Specific responsibilities include:

- Make sure the team starts quickly and remains focused during the activity.
  - “Are we ready to begin?”
  - “I think we’re on a bit of a tangent, let’s get back to working on this.”
- Take care of time management.
  - Keep an eye on the clock.
  - Keep the team moving forward and communicate about discussion deadlines.
  - “I think we need to focus on \_\_\_\_\_ so we complete this section on time.”
  - “We have \_\_\_\_\_ minutes before we need to discuss this. Let’s get this done.”
- Make sure all voices on the team are heard.
  - Address team members by name and ensure that everyone contributes.
  - Assign different members to read sections of the activity on a rotating basis.
  - “(Name), what do you think about . . . ?”
  - “I would like to hear what you think, (name).”
- Help make sure other team members are fulfilling their roles.
  - “(Reflector name), do you have any thoughts about how our team is doing so far?”
  - “(Recorder name), could you write that down?”
  - “(Reporter name), do you know what you’re going to say, or do you need more input from the rest of us?”

## Recorder

You are the **recorder** for today. Your job is to ensure that the team's work is recorded accurately for later reference. Although all team members may be writing down some answers and conclusions on their own copy of the activity, you should make sure that yours is particularly complete. Specific responsibilities include:

- Record the names and roles of the group members at the beginning of each activity.
- Record the important aspects of group discussions, observations, insights, etc.
  - “This seems like an important conclusion. Let's stop for a minute so I can write it down.”
  - “That was a great insight, (name). Do you mind if I quote you in our report?”
  - “Can you repeat that more slowly so I can write it down?”
- Completely fill out your group's answers for the day's activity.
- After class, you should scan your notes and distribute copies to your team members.

# Reporter

You are the **reporter** for today. Your job is to handle communication between your team and other teams or the instructor. Specific responsibilities include:

- Communicate team questions and clarifications with the instructor or other teams. (You are the **only** team member who should do so.)
  - “Our team is confused about how \_\_\_\_\_ relates to \_\_\_\_\_.”
- Ensure all team members have had a chance to respond before asking outside sources.
  - “Does anyone in our team know the answer to \_\_\_\_\_?”
  - “Before we ask the teacher, could someone clarify the answer to ...?”
- Ensure that everyone in the team agrees on what to ask if an outside source is needed.
  - “Does everyone agree we need to find out ...?”
- Present conclusions of the team to other groups or the class, as requested.
  - “Our team reached consensus that the answer to number \_\_\_\_\_ was \_\_\_\_\_.”
  - “The reasoning we used to answer number \_\_\_\_\_ was ...”

# Reflector

You are the **reflector** for today. Your job is to observe team dynamics with respect to the learning process, to point out strengths and potential improvements, and to help guide the consensus-building process. You will also give feedback to the instructor on both your team and the activity.

Specific responsibilities include:

- Observe team dynamics and behavior with respect to the learning process.
  - Is everyone in the team participating?
  - Are team members listening carefully to each other?
  - Are team members being patient and respectful of each other?
- Guide the consensus-building process; your team must agree on responses to questions.
  - “Would you all agree that \_\_\_\_\_ is a good answer for question number \_\_\_\_\_?”
  - “Could you please rephrase what you just said?”
  - “Is your answer completely supported by your explanation?”
  - “Would that response make sense to someone from another team?”
- Report to the team periodically during the activity on how the team performs.
  - “Let’s stop for a minute. I have a couple comments on what we are doing well and a suggestion on how we could be more productive.”
- Give feedback to the instructor (via a short online survey) regarding the activities and your team’s learning process.
  - You are welcome to get input from other team members in putting together your feedback.
  - “What do you think was a strength of this activity?”
  - “Does anyone have any suggestions for how this activity could be improved?”