1. Keep the process enjoyable and rewarding for team members.
2. Make sure each member has a role and is performing within that role.
3. Ensure that all team members can articulate what has been learned.
4. Manage time, stress, and conflict.
5. Control the process and the pacing; keeps members focused.
6. Contribute to the group and actively learns.
7. Maintain accountability for the overall performance of the team.
1. Record group roles and instructions given at the beginning of a task or activity.
2. Document legibly and accurately group decisions and discoveries in a recorder’s journal or “learning journal.”
3. Be responsible for the overall quality of the recorder’s journal.
4. Control information flow and articulate concepts in alternative forms if necessary.
5. Prepare a report that can be used for discussion purposes; integrate and synthesize when several ideas are presented.
6. Contribute to the group and actively learn.
1. Observe performance, interactions, and the dynamics among team members.
2. Be a good listener and observer.
3. Analyze and record strengths, improvements, and insights into a “reflector’s journal.”
4. Maintain accountability for the overall quality of the reflector’s journal.
5. Report from the reflector’s journal, rephrasing assessments positively and constructively.
6. Intervene with observations about the process and suggest strategies for improvement.
7. Remind the team captain of his or her duties.
8. Contribute to the group and actively learn.
1. Speak for the team when called upon to do so.
2. Ask questions posed by the team or request clarification.
3. Make oral presentations to the class for the team.
4. Use the recorder’s journal to share the team’s discoveries and insights.
5. Collaborate periodically with the recorder.
6. Contribute to the group and actively learn.
1. Keep the team in a positive frame of mind.

2. Focus on why things will work and how to make them work.

3. Look for ways in which team discoveries can be applied or used to the team’s advantage.

4. Contribute to the group and actively learn.
1. Challenge assumptions that are made and question if things will work.
2. Determine the issues or reasons why quality is not being met at the expected level.
3. Be constructive in helping the team improve performance.
4. Contribute to the group and actively learn.
1. Operate and use available technologies.
2. Listen, converse, and collaborate with team members to synthesize inputs, try suggestions and/or follow directions.
3. Help team members to understand the technology and how it is being used.
4. Contribute to the group and actively learn.
1. Obtain (new or missing) information that will be of value to your team.

2. Eavesdrop and observe other teams during an activity.

3. Help your team meet its objectives, improve its performance and/or clarify (or reinforce) issues during an activity.

3. Contribute to the group and actively learn.
1. Make sure that team members are respectful to each other.
2. Assure that each team member is heard and acknowledged, and assure that issues between people do not go ignored.
3. Check that decisions made by the team are consistent with the team’s desired outcomes.
4. Contribute to the group and actively learn.