

Leader

Responsible for ensuring the flow
and direction of the meeting

Remember:

- Guide and structure the discussion to cover relevant topics on the agenda.
- Collect agenda items prior to the meeting.
- Assign any action items, and move discussion between agenda items.
- Redirect discussion back on-topic if it gets derailed.
 - "What are some topics people want to be sure to cover during this discussion?"
 - "This is an important discussion, but I don't think we can do it justice in this session."
 - "Any volunteers to follow up on this and bring back to our team?"
 - "This is an interesting discussion, but I'd like to return to the original question."

Note-Taker

Responsible for recording main points of discussion & action items

Remember:

- Record main discussion points, areas of agreement and disagreement , action items, etc.
- Ensure all team members receive a copy/have access to the team notes .
 - "Could you repeat that again, please?"
 - "Sorry, how do you spell that ?"
 - "Let me try to recap what I hear as the action item."

Time Keeper

Responsible for managing time

Remember:

- Estimate the time needed for each agenda item.
- Politely interrupt if people are going seriously over time.
- Give a warning at halfway and 5-10 minutes left or periodic time checks.
 - "I just want to do a time check, we have 10 minutes left and 3 agenda items to go."
 - "This is an important discussion, but we have other topics. Should we table this for the next meeting?"

Facilitator

**Responsible for active participation
from all team members**

Remember:

- Engage all of the members of the team.
- Politely interrupt people who have been monopolizing the discussion.
- Invite people who haven't said anything yet to speak.
 - "Excuse me, I'd like to give some other folks a chance to speak now."
 - "You look thoughtful, would you like to share any thoughts with us?"

Technology

Responsible for meeting technology
(video call, microphone, etc)

Remember:

- Sets up meeting technology and troubleshoots as needed.
- Tests technology platform before the meeting to ensure limited interruptions.
- Send meeting links if needed .
 - "For those on the phone, can you hear or see us?"

Community Liaison

Acts as a point person and ensures the student/family voice is included

Remember:

- Ensure all front-line community members (families and students) provide input on agenda items.
- Be the point person if there are any questions.
- Make sure there are no acronyms or technical terms are used.
 - "I want to learn from our community partners. What do you think?"
 - "Can I help with any clarification?"

Participant

Responsible for participating in discussions, brainstorming, and planning

Remember:

- Contribute items to meeting agenda.
- Contribute during meetings in team discussions, brainstorming, strategic planning, and special projects.
- Undertake assigned special project tasks.
- Read meeting notes and project plans to keep up to date with important team and business information, strategic planning and special project initiatives.