

FIGURE 6.2

## Team Meeting Role Cards

Print this page. Cut out your cards and use them during meetings to learn about team meeting roles.



**observer**

- » observes team behavior
- » provides quick feedback on process & participation after the meeting

**facilitator**

- » begins the meeting
- » runs the meeting
- » closes the meeting
- » uses the agenda to keep the conversation on track

**time keeper**

- » sets timer for each agenda item
- » provides ongoing reminders about time

**encourager**

- » reminds the group to share a “celebration” or good news
- » keeps the meeting positive & productive
- » encourages participation

**recorder**

- » takes notes
- » seeks clarification on decisions needed/ made
- » transfers unresolved items to next agenda

\*inspired by the work of Allison Ford (1995) & The Wisconsin School Inclusion Project