

Resource organiser

Finds and returns resources
Ensures team cleans up



Volume controller

Ensures team doesn't talk too loudly
Uses pre-arranged quiet signal



Question checker

Checks to see if individuals have any questions
Make sure they are asked and answered



Reflector

Leads team in looking back on the process
Ensures team pauses to review progress



Recorder

Writes down group decisions / answers or ideas
Seeks clarification if necessary



Taskmaster

Keeps the group on task
Re-focuses activity



Encourager

Shows appreciation of contributions
Brings out reluctant students
Ensures team stays motivated



Timekeeper

Keeps check on time
Ensures team works to time constraints



Gatekeeper

Ensures everyone has their say
Equalises participation
No hogs, no logs

