MANAGER

- Helps the team get started quickly and remain focused.
  - “I think we have everything; are we ready to begin?”
  - “We’re getting off topic; could we talk about that later?”

- Takes care of time management; keeps an eye on the clock.
  - “I think we need to focus on _____ so we complete this section on time.”
  - “Let’s skip this question for now until we can ask the instructor for help.”
  - “We have _____ minutes before we need to discuss. Let’s get this done.”

- Makes sure that all voices in the team are heard and respected.
  - “(Name), would you be willing to read question _____ out loud?”
  - “(Name), what do you think about our team’s answer to _____?”

RECORER

- Records the important aspects of group discussions, insights, etc.
  - “This seems like an important conclusion to write down.”
  - “Let’s stop for a minute so I can get this into our report.”

- Guides consensus building process; helps team agree on responses.
  - “Would you all agree that _____ is a good answer for number _____?”
  - “Is our answer completely supported by the explanation we gave?”
  - “Would that response make sense to someone from another team?”

- Ensures that accurate revisions happen after class discussions.
  - “Let’s go back and revise what we wrote down for question _____.”
  - “What did other teams say that we should include in our report?”
**PRESENTER**

- Communicates questions and clarifications with the instructor and other teams.
  - “Our team is confused about how _____ relates to _____."
  - “Would you explain what question _____ means by _____?”

- Ensures that all team members reach consensus before asking outside sources.
  - “Does anyone in our team know the answer for _____?”
  - “Before we ask the instructor, could someone clarify _____?”
  - “Does everyone agree that we need to find out _____?”

- Presents conclusions of the team to the class, when requested by the instructor.
  - “How should I explain this idea when asked to report out?”
  - “Our team found the answer to number _____ by _____."

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**REFLECTOR**

- Observes team dynamics and behavior with respect to the learning process.
  - “I think what (name) said earlier is important; would you repeat that?”
  - “Let’s wait for (name) to finish writing that down before we move on.”

- Reports to the team periodically during the activity on how the team performs.
  - “We’re doing really well right now by including all team members.”
  - “I have a suggestion on how we could be more productive as a team.”
  - “What process skills are we doing well? What do we need to improve?”

- Be ready to report to the entire class about how well the team is operating.
  - “Overall, how effective would you say that our team was today?”
  - “We found that when _____ happens, it works better if we _____.”