

Group Responsibilities

The *team facilitator's* job will include the following:

- a. Organize the group, and initiate the discussion during the class period.
- b. Try to make sure that ALL members of the group participate and get a chance to contribute to the discussion. Try to make sure that no individual monopolizes the discussion.
- c. Keep the discussion moving and "on track."
- d. Try to ensure that all participants feel comfortable contributing to the discussion.

The *recorder's* job will include the following:

- a. Participate in the discussion.
- b. Take notes on the discussion and the dynamics of the group. (For example, write down perceptions and observations of the interactions within the group, the "quality" of the discussions, and the problems encountered. What went well? What didn't go well?)
- c. Take careful notes on the outcomes. (For example, list the common or key risks encountered by members of the group.)
- d. Check with group members to be sure the notes reflect what was discussed.
- e. Provide the observations and recorded notes to the reporter.

The *reporter's* job will include the following:

- a. Participate in the discussion.
- b. Share the group's list of risks with the rest of the class.
- c. Report on the group's interactions to the rest of the class.

The *other group members* will be responsible for the following:

- a. Participate in the discussion.
- b. Share their lists of risks with the group.
- c. Help to arrive at a single list of risks for the group.
- d. Stay on task.
- e. Support and respect each other.