









# Collaborative Team Meeting Role Cards

Determining roles during a collaborative team meeting can ensure greater efficiency in conversations and ensuring that the meeting is action-focused.

## Directions:

- Edit the roles cards to best fit the roles determined for your collaborative team meetings
- Print double-sided (flip on long edge)
- Cut and laminate cards – distribute as appropriate in collaborative team meetings

 <h2>Facilitator</h2> <p><i>Responsible for ensuring the flow and direction of the meeting</i></p>	 <h2>Moderator</h2> <p><i>Responsible for ensuring efficiency and attentive to time</i></p>
 <h2>Recorder</h2> <p><i>Responsible for recording student notes and actions</i></p>	 <h2>Interrupter</h2> <p><i>Responsible for asking "Yeah, but what are we going to do?"</i></p>
 <h2>Role Name</h2> <p><i>Description</i></p>	 <h2>Role Name</h2> <p><i>Description</i></p>



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### Remember

- Keep the team consistent to determined time allocations (for celebrations, individual student discussion, end time)
- Help facilitator to ensure conversations are action-focused

### Remember

- Ensure that the role is understood by all team members
- When discussion is leading away from action, interrupt to say “yeah, but what are we going to do?”

### Remember

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### Remember

- Keep focused on determining action, rather than extended discussion (What can we do?)
- Return attention to being data-informed (What do we know about the student?)
- Ensure staff are assigned actions, with completion dates when appropriate

### Remember

- Ensure that all notes have an attached action with assigned staff member and completion date
- Ensure all team members receive a copy/have access to the team notes

### Remember

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