

Meeting Roles!

Recorder: Types or writes notes on behalf of the group; records attendance and meeting roles; tracks next steps and topics for future meetings; records a meeting rating from each member (1-10 scale, 10 is high); electronically distributes notes to team members afterwards; saves a digital version of notes for the record.

Timekeeper: With the group, reviews the amount of time assigned to each agenda item; keeps track of time throughout the meeting; gives reminders if too much time is spent on one topic; when necessary, recommends that the group readjust times for remaining agenda items; announces the halfway point and when 5 minutes is remaining.

Facilitator: Ensures that everyone has the opportunity to participate in the conversation or activity; notifies the group when the conversation is diverging from the agenda.

Leader: Writes the agenda in advance; leads the group through the agenda topics; concludes with a review of next steps and solicits a rating of the meeting from each participant.

Participant: Comes ready to listen and participate in conversations and activities; keeps an open-mind; shares participation with others; ready to start on-time; speaks-up if learning style is not being met; communicates to group in advance if not able to attend the entire meeting. Has fun!

Adapted from The Dartmouth Institute Microsystem Academy
The Center for Health Sciences Interprofessional Education, Research, and Practice
(February 2016)

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