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**Participant**: Follow ground rules! Keep an open mind to new ideas. Arrive early to start on-time. Communicate with all staff to share progress and gain their interest and ideas. Have fun!

**Facilitator**: Manage the group progress and ensure balanced participation by all members of the group. Alert the group when the discussion is not focused on the agenda.

**Timekeeper**: Keeps the team on time through tracking time remaining for each agenda item and when necessary requesting the team to re-negotiate time to complete discussions and actions. Announce ½ way through the time. Give 1 minute warning. Announce when time us up.

**Leader**: Prepares the agenda, and helps move the team through the agenda by electing participation from all.

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