

HANDOUT

Responsibilities of Functional Team Roles*

Team Manager

The Team Manager is responsible for ensuring that the team achieves its goals on time.

1. maximizing overall performance of the team
2. achieving team goals by systematic use of process
3. setting meetings and meeting details
4. planning project schedule and intermediate mileposts to achieve timely results
5. maintaining team focus
6. ensuring member perform their roles
7. keeping everyone involved in the learning and problem solving processes
8. keeping the process enjoyable and rewarding for everyone
9. ensuring that every team member can explain what has been learned
10. participating in the learning and problem solving process

Team Recorder

The Team Recorder is responsible for documenting group activities.

1. effectively document team member interactions
2. capturing essence of ideas
3. clearly communicating complex ideas
4. assessing information and raising questions as needed for clarification
5. legibly and articulately recording information for permanent record
6. actively participating in the learning and problem solving process

Team Reporter

The Team Reporter is responsible for disseminating group consensus.

1. organizing information for orderly presentation
2. synthesizing multiple ideas into coherent whole representation
3. clearly and concisely communicate orally complex ideas
4. assessing information to identify most important parts
5. effectively use visuals to communicate information
6. actively participate in the learning and problem solving process

Team Reflector

The Team Reflector is responsible for development of the team's process skills.

1. observing group interactions and progress
2. providing feedback on the learning and problem solving processes
3. forming observations into constructive statements
4. providing regular (every 15 min.) updates on process strengths, improvements, insights
5. giving suggestions on improving the team's time efficiency
6. performing as an active learner and problem solver

Team Explorer

The Team Explorer is responsible for expanding the team's focus and providing technical assistance.

1. providing wild and crazy ideas when appropriate
2. providing energy to motivate the team
3. checking to see if enough possibilities have been explored
4. periodically checking to see if ideas are technically feasible
5. suggesting resources that can be used
6. performing as an active learner and problem solver

*Adapted from: Duncan-Hewitt, Wendy, David Mount, and Dan Apple. 1994. *A Handbook on Cooperative Learning*. Pacific Crest Software, Corvallis, OR, pp. 15-19.