Leader
- Prepare the agenda and help move the team through the agenda by eliciting participation from all

Facilitator
- Manage the group process and ensure balance participation by all members of the group
- Alert the group when the discussion is not focused on the agenda

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

Recorder
- Keeps notes for the team and tracks the "next steps/action" and parking lot lists
**Timekeeper**

- Keeps the team on time by tracking time remaining for each agenda item and when necessary asking the team to renegotiate time to complete discussions and actions
- Announce halfway through the time, one-minute warning and time is up

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**Multi-Voting**

- Review the list of generated ideas
- Clarify/explain as needed by the individual who stated the idea
- Combine similar ideas and number them
- Discuss selection criteria
- Each member selects one-third of the top ideas
- Repeat the voting process of one-third until a few ideas remain to take action on

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**Brainstorming**

- Clarify topic to be brainstormed
- Quietly think of ideas
- Each person provides ideas without any discussion or reaction from the group
- Build off of each other’s ideas

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**Parking Lot**

*Also known as “Putting on Ice” and “Car park”*

- When an item comes up that is not on the meeting agenda, add it to the parking lot list
- Each item on the list should have an owner who can follow up on the item or bring it up at a later date
Ground Rules

- Rules mutually agreed upon by the team to have a constructive and collaborative meeting. For example: allow space for all to speak, be courageous, stay on task, if you oppose you must propose, arrive early to start on time.

Tech Support

- Sign on early
- Turn on your camera when you are speaking
- Make sure your display screen name is correct
- Mute your audio when you are not speaking
- Use the chat box to ask questions, give feedback and share reflections
- Use the hand raise feature