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Project Team Leader



Responsible for overall project
Prepares agenda
Keeps the team moving between meetings
Content expert
Keeps team focused on purpose
Role can change based on team project focus

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Facilitator



Listens actively & stays neutral
Asks questions, paraphrases & summarizes
Keeps the team focused on agenda and overall project

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Team Member



Follow Ground Rules!
Keep an open mind to new ideas
Arrive early to start on time
Actively participate in team discussion
Communicate to those outside the team to share progress, gain interest and get input
Have fun

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Project Sponsor



Senior Leadership Level (CEO, CFO, CMO)
The person with authority and money to support decisions within new process
Does not typically attend every team meeting

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Meeting Documentation



Documentation of meetings happens in 2 ways:
Team members can take turns taking notes or minutes on computer or paper
Team members can take turns recording key points on flip charts

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Time Keeper



Keeps team on time by tracking time remaining for each agenda item and adjusts time based on input from leader
Announces ½ way point of meeting
States when there is “1 minute left”
Informs speaker/team when time is up

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Meeting Leader



May prepare agenda
Has content knowledge
Keeps team focused on agenda
Ensures action items are completed
Role can rotate among team members on a meeting to meeting basis