### Facilitator

- Makes sure the group reads the entire task and that everyone understands it before proceeding
- Gets the team off to quick start
- Makes sure everyone's ideas are heard
- Keeps the team on task and manages time

- "Who knows how to start?"
- "Does everyone get what to do?"
- "I can't get it yet. Can someone help?"
- "Can someone explain it another way?"
- "We need to keep moving so we can..."

### Resource Manager

- Collects supplies for the team
- Cares for and returns supplies
- Organizes cleanup
- Ensures that team questions are actually team questions
- Only one who can call the instructor over for a team question

- "I think we need more information here."
- "I'll call the teacher over."
- "We need to clean up. Can you... while I...?"
- "Do we all have the same question?"

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**Includer**

- Encourages participation and enforces norms and roles
- Finds compromises and ensures that each person is doing their role
- Helps the group reflect on their work during the task and at the end
- Asks questions about the group’s activity

  - "Remember, no talking outside the team."
  - "Let's find a way to work this out"
  - "We need to work on listening to each member of the team."
  - "What strategies have we used?"
  - "What worked?"
  - "What isn’t working/didn’t work?"

**Reporter**

- Gives update statements to instructor on team’s progress
- Makes sure each team member records needed information
- Organizes creation of reports

  - "We need to keep moving so we can...."
  - "I'll introduce the report, then..."
  - "Did everyone get that in your notes?"

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