**“Lead by Example” chapter: Group Names:**

**Roles: (Decide what each role is responsible for)**

|  |  |
| --- | --- |
| **Material Manager** | **Calendar / Time Keeper** |
| *Responsible for:* | *Responsible for:* |
| Get and RETURN materials for group, & make sure everything is in order. | Keep an eye on the clock to make sure the tasks get done; remind the group of what is coming up on the calendar |
| **Facilitator/Discussion Director** | **Summarizer / Recorder** |
| *Responsible for:* | *Responsible for:* |
| Direct and initiate the group’s discussion; monitor to make sure everyone talks and contributes; Moderates team discussion, keeps the group on task, and distributes work. | Summarize verbal discussions for everyone to put in notebooks; record the group’s discussion for presentation or turn-ins. |

**Group Norms and Expectations:**

How will you all agree or disagree what to do?

How will you talk to each other?

What will you do if someone is not talking, not participating, or not doing what they need to do?

How will the group handle someone being absent for the group project?

**Discuss how you expect everyone to act in this group.**

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