Collaborative Roles

**Facilitator:**
Encourages the participation of each team member

**Recorder:**
Records pertinent information and decisions made by the team

**Timekeeper:**
 Watches the clock and makes sure time is used efficiently based on the agenda

**Observer:**
Attends to the use of collaborative skills by team members and engages the group in processing their effectiveness in achieving task

**Jargon Buster:**
Interprets any word, phrase, or acronym which might not be common knowledge

**“But” Buster:**
Watches for “Yes, buts” and assists the Observer in helping the group to stay positively focused