**Collaborative Roles and Responsibilities**

*Rotate regularly*

Facilitator

* **Before meeting:** sends reminder to group members re: date, time, necessary materials and roles for meeting
* **During meeting:** keeps group moving forward through the protocol.

Recorder

* **During meeting**: collects instructional action plans and records meeting notes.
* **After meeting:** sends Instructional Action Plans to group members in order to help support planned instructional changes.

Timekeeper

* **During meeting**: keeps group on time for their scheduled meeting time.

Norm Monitor

* **During meeting:** observes how members attend to group norms and reports to group at end of meeting.