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Facilitator

- Manage the group process and ensure balanced participation by all members of the group
- Alert the group when the discussion is not focused on the agenda

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Leader

- Prepare the agenda and help move the team through the agenda by eliciting participation from all

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Participant

- Follow Ground Rules!
- Keep an open mind to new ideas
- Arrive early to start on time
- Communicate with all staff to share progress and gain their interest and ideas
- Have fun

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Recorder

- Keeps notes for the team and tracks the "next steps/action" and parking lot lists
- Creates digital or hard copy action plans that are immediately sent out to participants

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Timekeeper

- Keeps the team on time by tracking time remaining for each agenda item and when necessary, asking the team to renegotiate time to complete discussions and actions
- Announce halfway through the time, one-minute warning and time is up

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Brainstorming

- Clarify topic to be brainstormed
- Quietly think of ideas
- Each person provides ideas without any discussion or reaction from the group
- Build off of each other's ideas

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Multi-Voting

- Review the list of generated ideas
- Clarify/explain as needed by the individual who stated the idea
- Combine similar ideas and number them
- Discuss selection criteria
- Each member selects one-third of the top ideas
- Repeat the voting process of one-third until a few ideas remain to take action on

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Parking Lot

Also known as "Putting on Ice" and "Car Park"

- When a topic comes up that is not on the meeting agenda, add it to the parking lot list to respect the person and not lose the idea for a future agenda
- The parking lot list should be reviewed at each subsequent meeting to consider being included in a future agenda

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Ground Rules

Agreeing how we will work together

- Mutually agreed upon by the team to ensure highly interactive, constructive and collaborative meeting for all. For example: arrive early to start on time, participate in the meeting and not the hallway, if you oppose you must propose, mute cell phones.

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Tech Support

- Sign on early
- Identify a quiet space to participate and be fully present
- Turn on your camera to help with communication
- Mute your audio when you are not speaking
- Ensure your display screen name is correct
- Use the chat box and hand raise feature to ask questions, give feedback and share reflections