

Team Meeting Role Sign-up Sheet

Meeting Date	Host/ Buddy for Absent Members	Facilitator	Snacks	Timekeeper	Note taker

Team Roles: **Facilitator** = Lead team meetings in a way that is perceived to be fair, helps the team stay focused, make shared decisions and supports the building of relationships needed for effective work; **Note taker**= Records decisions for team and disseminate to team; each member will take their own notes; sends to team no later than 2 days prior to the next meeting; **Timekeeper** = Keeps track of time allotments on agenda and reminds team of time remaining for each agenda item so that the team can complete items in a timely manner OR adjust agenda as needed; **Snacks**=provides coffee, tea, and light snacks; **Host/Buddy**=Welcomes guests, explains expectations, seating, provides handouts and answers questions; makes sure absent members are brought up to date.