

Facilitator

Purpose:

Ensures that the meeting is held in the spirit of the meeting purpose

Responsibilities:

- keeping the meeting focused on its goal and using appropriate methods to achieve that goal
- makes sure all participants have an equal say
- keeps track of energy and breaks

Timekeeper

Purpose:

Ensures that the overall meeting time is respected and keeps track of the breaks

Responsibilities:

- has the overall meeting time in mind as well as the timings of the individual agenda items
- reminds how much time is left for an agenda item
- keeps track of the energy level of the participants and reminds them of break times

Documentation

Purpose:

Ensures that all key information, ideas and decisions are documented and accessible

Responsibilities:

- documents the results of the meeting visible for all
- makes the documentation accessible for all participants

Tech Support

(for remote/hybrid Meetings)

Purpose:

Ensures smooth technical operations and functioning of technology on site and/or remote

Responsibilities:

- takes care of all questions and technical issues (I don't have sound, I don't see the board, etc.)
- takes care of parallel discussions in the chat, setting up break-out rooms and posting important technical info (e.g. links to whiteboards)