MANAGER

#KnowYourRole

1. Makes sure the team starts quickly and remains focused.
   a. Assigns tasks for collecting and distributing materials.
   b. Assigns calculations if multiple calculations are required.
2. Manages class time.
   a. Keep team moving forward.
   b. Communicates deadlines with the team.
3. Make sure all voices are heard and final answers are agreed upon.
   a. Makes sure every team member contributes to the activity.
   b. Ensures team has come to agreement and the final answers are complete on everyone’s activity handout.

➢ “I think we have everything, are we ready to begin?
➢ “(Name), do you mind working on ---?”
➢ “I think we need to focus on --- so we can complete this section on time.”
➢ “We have --- minutes left.”
➢ “(Name), what do you think about ---?”
➢ “I would like to hear what you think, (Name)."
ANALYST

- “(Name) is providing excellent insights and explanations.”
- “Would you agree that --- is a good answer for question ---?”
- “Could you please rephrase what you just said?”
- “Does that answer make sense to everyone in the group?”
- “Let’s go back and revise our answer to question ---.”
- “If another team reads this, will they understand our answer?”
- “Let’s stop a minute. I have suggestions about how we can be more productive.”
- “How can we improve our team work?”
- “Let’s wait a minute for everyone to catch up before we move on.”

#KnowYourRole

1. **Provides positive feedback** to their team while working.  
   a. Motivates team members.  
   b. Makes sure everyone is patient and respectful with one another.
2. **Guides consensus-building process**: team must agree on responses to the questions.
3. **Analyzes** why the team may get off task.  
   a. Discusses problems with the team’s communication.  
   b. Reports problems about the team behaviors to the manager.
4. **Reflects** with the group: At the end of an activity, discusses and assesses the team’s skills using the rubrics.
AMBASSADOR

➢ “Our team is confused about how --- relates to ----.”
➢ “Can you explain what question --- means by ----?”
➢ “Before we ask for help, does anyone have an idea to help us solve question ---?”
➢ “Does everyone agree we need to ask about---?”
➢ “Our team reached consensus that the answer to number --- is ---.”
➢ “Can you explain how your team came to your conclusion?”

#KnowYourRole

1. **Records team’s answers** on the assignment provided. Ensures every one recorded their own name on the paper to be handed in.
2. **Communicates** team’s questions and problems to the teacher.
   a. Calls the teacher for questions about the assignment.
   b. Calls for checks at the STOP SIGNS.
   c. Explains problems the team is having to the teacher.
3. **Presents answers** to the class and hands in assignment.
   a. Records answers on white boards, clickers, computers, etc.
   b. Reports out answers if the team is called on.
   c. Travels to other teams when team trading begins.
   d. Ensures the answers are handed in at the end of class.
#KnowYourRole

1. Reads all passages, models, and questions on the activity.
2. If the activity is long, may assign passages to other members.
3. Rechecks the answers for appropriate significant figures and units.