**GROUP ROLES AND RESPONSIBILITIES**

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| Chairperson* Organise people in your group
* Keep order
* Make final decisions

 | Progress Monitor / Timekeeper* Remind group of time restrictions
* Keep time
* Encourage participation
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| Scribe / Artist* Design the poster/project
* Write everything
* Draw/decorate

 | Observer* Take note of what every member does
* Collect resources and hand back after session
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| Reporter* Take notes of the session
* Report back

 | Noise Monitor* Keep noise levels down
* Encourage good group work etiquette
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