**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 |
| 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 |
| Reporter   * Take notes of the session * Report back | Noise Monitor   * Keep noise levels down * Encourage good group work etiquette |