## Leader

• The Team Leader is responsible for moving the team to accomplish its meeting tasks by providing an agenda and managing the team.

## Facilitator

- The Team Facilitator makes things happen with ease.
- The Team Facilitator helps the group with the process, with the "how" decisions, and with digging deeper for information.

## Recorder

PBIS Ariz

 The Team Recorder is responsible for writing down the team's key points, ideas, process, and decisions recording only the facts and avoiding editorializing.

