

# Recorder

## **Recorder:**

- Take minutes
- Distribute minutes to Data Team leader, colleagues, and administrators

# technician Data

## **Data Technician:**

- Collect data by an identified date
- Create or duplicate a simple graph

# monitor Focus

## **Focus Monitor:**

- Remind members of tasks and purpose
- Refocus dialogue on Data Teams process steps and agenda

# Timekeeper

## **Timekeeper:**

- Follow time frames allocated on the agenda
- Refocus dialogue to help keep team members within the time frames

# Engaged Participant

## **Engaged Participant:**

- Listen
- Question
- Contribute
- Commit

# Leader

# Team

## **Data Team Leader:**

- Guides the team through the Data Teams process steps