

# Set #2

<p style="text-align: center;"><b>Manager</b></p> <p><b>Make sure team starts quickly and remains focused during the entire activity.</b></p> <ul style="list-style-type: none"> <li>• Assign tasks for collecting and distributing materials as needed.</li> <li>• Assign roles of Public Relations, Quality Control and Process Analyst.</li> <li>• Assign additional roles of technician or significant figure checker as needed.</li> <li>• Assign different members to read sections of the activity on a rotating basis.</li> </ul> <p><b>Take care of time management.</b></p> <ul style="list-style-type: none"> <li>• Keep an eye on the clock.</li> <li>• Keep the team moving forward.</li> <li>• Communicate with team members on deadlines.</li> <li>• “If we need to finish up in 10 minutes, that’s 3 minutes per question. Let’s go!”</li> </ul> <p><b>Make sure all voices in the team are heard.</b></p> <ul style="list-style-type: none"> <li>• Address team members by name.</li> <li>• Ask a different team member to give their initial answer for each question.</li> <li>• “(Name), what do you think is the answer to #4?”</li> </ul>	<p style="text-align: center;"><b>Quality Control</b></p> <p><b>Guide the consensus-building process; team must agree on responses to questions.</b></p> <ul style="list-style-type: none"> <li>• “Would you all agree that ____ is an acceptable answer for question number ____?”</li> <li>• “Is your response/answer completely supported by your explanation/calculations?”</li> <li>• “(Name), you look puzzled. Do you agree with this response, or do you have a question?”</li> </ul> <p><b>Verify that ALL individual responses are: 1) consistent on paper, 2) reflect the team’s consensus, and 3) are high quality.</b></p> <ul style="list-style-type: none"> <li>• LOOK at responses from individual papers (sampling).</li> <li>• Have all team members show work on quantitative problems.</li> <li>• Do all team members’ responses have complete thoughts or explanations?</li> <li>• “(Name), when you read (name’s) answer, do you see any differences?”</li> </ul> <p><b>Ensure that accurate revisions happen after class discussions.</b></p> <ul style="list-style-type: none"> <li>• Check back with team members to see that corrections are made.</li> </ul>
<p style="text-align: center;"><b>Public Relations</b></p> <p><b>Communicate team questions and clarifications with the teacher or other teams. This is the only team member designated to do so!</b></p> <p><b>Ensure all team members have had the opportunity to respond to the question before asking outside sources.</b></p> <ul style="list-style-type: none"> <li>• “It sounds like we need help. Should I raise my hand?”</li> <li>• “Does anyone have an idea on how to solve this problem before we ask for help?”</li> </ul> <p><b>Ensure that everyone in the team agrees on what question to ask if an outside source is needed.</b></p> <ul style="list-style-type: none"> <li>• “So, we need to ask about _____. Is that correct?”</li> </ul> <p><b>Present conclusions of the team to the class, as requested.</b></p> <ul style="list-style-type: none"> <li>• “Our answer was _____ because in the Model _____.”</li> </ul>	<p style="text-align: center;"><b>Process Analyst</b></p> <p><b>Observe team dynamics and behavior with respect to the learning process.</b></p> <ul style="list-style-type: none"> <li>• Is everyone in the team participating?</li> <li>• Are team members listening carefully to each other?</li> <li>• Are team members being patient and respectful to each other?</li> <li>• Are team members helping each other understand fully, rather than just giving/copying answers?</li> </ul> <p><b>Report to the team periodically during the activity on how the team performs.</b></p> <ul style="list-style-type: none"> <li>• “We are doing a great job of building off each others’ explanations.”</li> </ul> <p><b>Ensure that team members are fulfilling their roles.</b></p> <ul style="list-style-type: none"> <li>• (Public relations Name), you are taking really good notes for our team. Thanks.”</li> </ul> <p><b>Provides Strengths and Areas of Improvements for the team at the end of a session.</b></p>