**Active Learning: Group Roles Template**

Purpose: This template is designed to help groups clearly define roles to ensure that all members participate equally and contribute to the success of their project.

**Group Roles Assignment**

Group Name/Number:
Course:
Project Title:
Date:

|  |  |  |
| --- | --- | --- |
| Role | Assigned Member | Responsibilities |
| Facilitator | [Name] | Guides the group discussion, ensures everyone’s voice is heard, keeps the group on task. |
| Note-Taker | [Name] | Records key points from meetings, documents decisions, and tracks progress. |
| Presenter | [Name] | Prepares and delivers the group’s presentation, summarizes the project’s outcomes. |
| Researcher | [Name] | Gathers and synthesizes relevant information, provides sources and materials. |
| Timekeeper | [Name] | Monitors the time spent on tasks, ensures deadlines are met. |
| Editor | [Name] | Reviews and refines the group’s work for clarity, coherence, and accuracy. |

**Role Rotation Schedule (Optional)**

Purpose: If you wish to rotate roles to provide each member with diverse experiences, use this schedule.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Facilitator | Note-Taker | Presenter | Researcher | Timekeeper | Editor |
| Week 1 | [Name] | [Name] | [Name] | [Name] | [Name] | [Name] |
| Week 2 | [Name] | [Name] | [Name] | [Name] | [Name] | [Name] |
| Week 3 | [Name] | [Name] | [Name] | [Name] | [Name] | [Name] |

Notes:

* The facilitator should ensure that all group members are engaged and that discussions stay on track.
* The note-taker should distribute notes to all members after each meeting.