# Team roles in CBL

**Role as chairman**

The chairman monitors the progress of the meeting and facilitates the group process. Specific tasks;

* preparing the meeting, a concrete agenda;
* chairing the meeting, monitor the time schedule of the meeting;
* working according to the agenda, summarizing and closing each agenda item properly;
* ensure a balanced participation of all members in accordance with the diverse roles;
* point out things that hinder a good progress of the meeting;
* ending the meeting with an evaluation of the project ́s progress and also of the group process.

**Role as minute taker**

The minute taker provides minutes of the meeting afterwards, at OASE and on paper. Specific tasks:

* tracking the progress of the meeting according to the agenda, writing down agreements and decisions;
* provide a summary of the steps within the project which were discussed during the meeting (see also 'role as a board writer' below);
* from the beginning of the case onwards ensuring that (parts of) the minutes can be used for the final group report.

**Role as a board writer**

The board writer captures the results of group discussions during the meeting. Specific tasks:

* identifying potential problem definitions and capture the wording of these definitions;
* writing down and scheduling the ideas that come up during a brainstorm;
* formulate and write down Self Study Assignments (SSA);
* summarize results of self-study assignments (SSA) and put them in an overview.

**Role as screen operator**

The screen operator, operates the digital screen in the meeting room and has the following specific task:

* Project the agenda of the meeting on one part of the screen.
* Use the other part of the screen for material that is complementary to the discussion, such as figures of an SSA or the planning.
* The screen operator can be the same persons that presents during the meeting.
* This role can be any general group member, for example, the student that presents their SSA.

**Role as general group member**

Each group member has the following tasks:

* honor existing agreements;
* prepare meetings by reading the minutes, conduct self-studies, prepare for oral reporting back the results of the self-study assignment, thoroughly read the case definition;
* to promote the group process by taking into account the different group roles;
* providing information and questions at appropriate times during the meeting;
* active listening to the contributions of fellow group members;
* make an active contribution to the different steps of the planning–work plan of the group;
* pay an active contribution to written and oral reports;
* make an active contribution to the planning of the case work.