



Module 3.2 Team Roles - Recorder

3.2 Recorder

1. Set up Dropbox
2. The Recorder's major responsibility is to write and e-mail the Weekly Progress Report and to accurately reflect the agreed upon perspective of the team members. Certain information is obtained from the Project Leader, the completed activity lists (Module 7.3) and information on how the team is doing should be discussed with the team and reported by the recorder in section 4 of the Weekly Progress Report (Module 7.4).
3. The Recorder must check in with the **Project Leader** and make sure that the Team Section 4 of the Weekly Progress Report is filled out accurately.
4. The **Recorder** uses **active listening** (Module 1.3), to clarify the points that are being transcribed during the meetings.
5. The Recorder is responsible for keeping the team on time during meetings.
6. Responsible for keeping track of the team's discussions at meetings and during laboratory time.
7. Recording information in the laboratory notebook.
8. Keeping minutes is optional and can be discussed with the faculty advisor and team to decide if minutes will be instituted.
9. The role of Recorder is rotated on the same day your team rotates the Team Leader and Oral Presentation role.

Although optional, preparing minutes and e-mailing them to the team or having them in a file in the Dropbox can help the team prepare the Weekly Progress Report that is distributed to team members, project management coordinator, industrial consultant, teaching assistant, and faculty advisor by uploading onto Stellar. Minutes can include daily and weekly assignments for each lab session and team meeting, name of person doing the task and estimated time to do the tasks, which can then be included in the weekly activity lists updates. It is a good idea to spend five minutes at the end of each meeting to review minutes with the team. Once the Project Leader and the team assigns the tasks for the week and the laboratory period, the Recorder is responsible for keeping the activity list of the daily and weekly task assignments, lab sessions, and team meetings up to date for the Weekly Progress Report.

Why should the Recorder take notes at a meeting? Minutes are the beginning of a conversation for people attending the meeting and others not present. Minutes help the team to focus their attention on what is important and provide a record of what took place at a meeting. In this way the whole team does not have to take notes and two team members can

focus completely on listening and can help the recorder after the meeting to clarify some points he/she may have missed. Minutes help to establish and legitimize all points of view. Taking notes encourages participation. Minutes are a collaborative tool because when they are distributed after a meeting the information can be clarified and further discussions about points that remain unclear or need to be acted upon by the team. Minutes once read by the team can be used to clear up misunderstandings and inaccuracies or unclear concepts the team thought were clearly defined. Learning to record minutes properly is a skill.

Tips: Use speaker's words and don't interrupt. Ask group to slow down if necessary. Minutes record ideas, data, questions, actions, and agreements. Do not record "Who said what". Record what was agreed upon, what is to be accomplished by the next meeting, who is responsible for what task, what is the schedule for the next meeting, and assignments in the following week?

Using the notes, the **Project Leader** can prepare an agenda for the next meeting. Minutes can vary in format and level of detail. What needs to be recorded is predicated on what will be used in the next week by the team and what will be needed to prepare a cohesive and clear **Weekly Progress Report** that follows the guidelines set by your faculty advisor. Minutes should be organized including at the beginning actions and decisions and then detailed explanations. IT IS IMPORTANT TO NOTE THAT SOME FACULTY ADVISORS FEEL THAT RECORDING MINUTES INTERRUPTS THE FLOW OF A MEETING. PLEASE CHECK WITH YOUR FACULTY ADVISOR ON WHETHER THEY FEEL THAT MINUTES ARE AN INTERRUPTION TO THEIR MEETING. If the team still wishes to take notes, the recorder can spend ten minutes after the meeting transcribing what occurred then sending these notes to the team and others.

There are different types of recording techniques. E-mailing and texting has made many of the initial recording techniques obsolete. Using a laptop or an IPAD at a meeting is the best technique. Here are a few essentials; title with date, team number and number pages if the minutes are longer than one sheet, identify minutes as being part of which sequentially numbered **Weekly Progress Report**, separate ideas with a line, mark an idea with a bullet, leave margins, maintain minutes on a server or document manager system (Drop Box), via e-mail publish timeline changes immediately to the team, and have an electronic space where they can be referred to in subsequent meetings.