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**Motto:** every team member takes responsibility for the whole process.

**Implementation:** make sure that two functions are always covered: chair and minute taker

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**Chair function:**

- *Time management* of the overall meeting and of each separate part; makes sure that each phase of an effective meeting gets sufficient time (in particular brainstorming ☺G3)
- *Keeping to the issue* (not drifting off the subject)
- *Project planning:* keeping the internal planning up to date
- *People:* making sure that everybody is given a chance to participate in the meeting
- *Facilitator:* makes sure that the meeting room is available and functional

**Minute taker function:**

- *Memory:* keeping everybody to their appointments
  - *Check:* makes sure that what is discussed leads to clear appointments; checks the chair for doing this
  - *Action:* keeps an overview per action point along the 5Ws: Who, What, Where, Why and When; critically investigates that each member does what is promised
  - *Informant:* sends action information to non present people
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