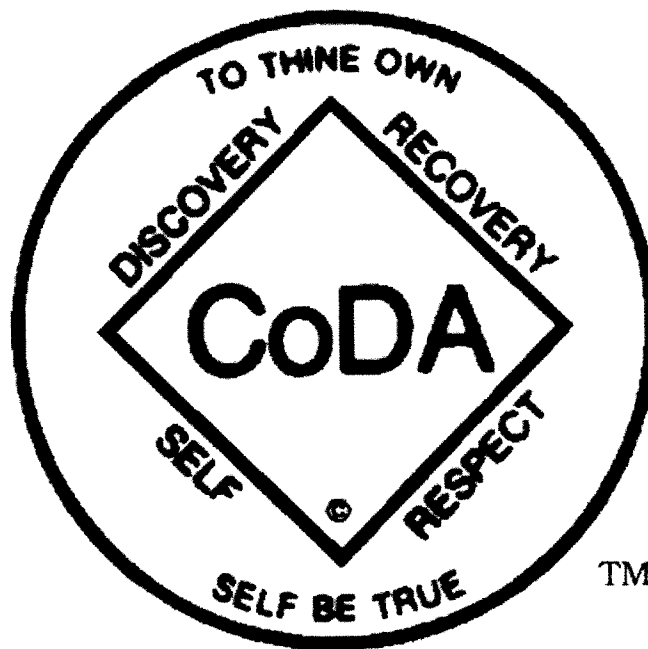


CoDA

Meeting Time Keeper



Duties:

- 1. Identify yourself when the meeting leader refers to the “timekeeper”.**
- 2. When open sharing begins, note the time when each person begins to share. Allow 3 minutes for groups of 15 or more, or 4 minutes when the group is less than 15. When the allowed share time has elapsed, raise your hand; keep your hand raised until the person sharing sees / acknowledges your signal.**