



# Checklist

## Roles and responsibilities

### Defining roles and responsibilities

- Schedule a kick off meeting with the project team to define roles and responsibilities together.
- Ask researchers to come prepared with their preferences, capabilities and goals for the project.
- Formulate an agenda for the meeting.
- Open up the discussion to understand how and where young people would like to be involved. Be aware of their current commitments.
- Discuss the aims and scope of the tasks required together.
- Encourage the young person to ask questions and clarify any tasks.
- Identify the best way to communicate with each other as a team.
- Schedule time to give feedback and discuss this with young people.

### Conversation starters

- Is there anything you would like to add to the agenda today?
- How would you like to be involved in this project? What would you be interested in? Is there anything you would like to have a go at? Are there any tasks that make you feel uncomfortable?
- Do you have any questions regarding the task or project?
- What is your preferred method of communication? How would you like to work together?
- How would you like to receive feedback and how often would you like to check in?