

How your airtime is shared

Place a tick in the box for each contribution made by each person.

Remember the 15-second rule - if someone speaks for more than 15 seconds (and multiples of) put another tick in the box.

NAME	CONTRIBUTIONS	TOTAL

Total number of contributions per person in descending order:	
Name	Number
Ratio HIGHEST:LOWEST contributor:	How close is your ratio to the 3:1 guideline?