



# Collaborative Team Process Checklist

Adapted from: Mann and Muscott, 2004

School: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

<b>STATUS:</b> In place Partially in place Not in place	<b>TASK</b>
	1. Team membership and member commitment is established.
	2. Meeting schedule has been determined (dates and times).
	3. Members have agreed to participate on the team.
	4. Meeting roles have been defined (e.g. facilitator; note-keeper, time-keeper, etc.).
	5. Roles have been assigned or system for rotating roles has been adopted.
	6. Process for reaching a team decision (i.e. consensus; majority vote) has been defined and adopted.
	7. Team meeting agendas are established. Job of preparing agenda is assigned.
	8. Team mission is established that clarifies the function and assignment of the team.
	9. "Ground rules" for expected meeting behavior have been agreed to, recorded, adopted (develop list or meeting matrix) and are regularly referred to as guiding documents for meeting process.
	10. Team members discuss and agree with RTI principles and policies.
	11. A "decision log" or "action planning" sheet is used to record decisions made at meetings and to record tasks to be completed. Tasks to be completed are assigned, and dates of expected completion are established (the decision log or action planning sheet may replace traditional "minutes" or "meeting notes").
	12. Decision log or action planning sheet is distributed to all participants after team meeting is held, and is reviewed as first agenda item at next team meeting.
	13. A file for notes, handouts and materials used by team is established (if team addresses confidential information, assure that file is in secure location)
	14. Action plan has been developed to address items of priority that are not in place or are partially in place.

This is a two-sided form. Please complete both sides.

Action Item	What needs to be done	Who will do what	When to be done by

January, 2009

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