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**Collaborative Team Meeting Worksheet**

|  |  |  |
| --- | --- | --- |
| **Persons Present** | **Absentees** (Note late arrivals) | **Others who need to know** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Roles: This meeting Roles: Next meeting**

Timekeeper:

Recorder:

Facilitator:

Processor or Observer:

Jargon Buster:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda**

**Items: Time Limit:**

1. Positive comments/Celebrations

2.

3.

4. How are we doing?

5.

6.

7. How did we do?

**Minutes of Outcomes**

Action Items: Who will be responsible?

1.

2.

3.

The way in which we will communicate outcomes to absent members and others who need to

know is:

**Agenda Building for Next Meeting**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected agenda items:

1.

2.

3.

4.

Time in/out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: Meeting conducted…

Online (method used)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-Person (where) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorded by: \_\_\_\_\_\_\_\_\_\_\_\_\_ (recorder’s initials)

DISCUSSION NOTES:

*Adapted from: Thousand, J.S. & Villa. R. (2000). Collaborative teams: A powerful tool in school restructuring. Baltimore, MD: Paul H.*

*Brookes Publishing Co.*