

Collaborative Team Process Checklist RESPONDS Preschools

- * 4. Meeting roles have been defined (facilitator, time-keeper, decision/note keeper, etc.)

Ratings	Status	Priority for Improvement
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- * 5. Roles have been assigned or system for rotating roles has been adopted.

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- * 6. Process for reaching a team decision (i.e. consensus, majority vote) has been defined and adopted.

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- * 7. Process for developing a team meeting agenda is established. Job of preparing agenda is assigned.

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- * 8. Team mission is established that clarifies the function and assignment of the team.

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- * 9. Ground rules for expected meeting behavior have been agreed to, recorded and adopted (develop list or meeting matrix).

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- * 10. Ground rules and mission are posted at meetings and are regularly referred to as guiding documents for meeting process.

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- * 11. A decision log or action planning sheet are 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 meeting minutes or notes.)

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- * 12. Decision log or action planning sheet is distributed to all members (including any who were absent) after the meeting is held and is reviewed as the first agenda item at the next team meeting.

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- * 13. A file for notes, logs, handouts and materials used by the team is established (if confidential information is included, must be stored in a secure location).

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- * 14. Action plan has been developed to address priority items that are not in place or are partially in place.

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Action planning notes may be submitted here. (optional)

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THANK YOU!