![Maryland Coalition for Inclusive Education logo]

Collaborative Team Meeting Checklist   District/School: Date:

0 = Not yet discussed
1 = Learning and/or Laying the Foundation
2 = Initially implementing
3 = Partially implemented
4 = Fully implemented

	0	1	2	3	4	Example	Next Step
1. Team Composition *Team is composed of members that represent the various departments/functions with a stake in the outcomes of the team's work*							
2. A core TEAM and operations are defined ✓ *An initial Facilitator leads the group in setting up collaborative team processes* ✓ *Team identifies a means for ensuring that members who cannot attend receive the notes and follow up on action items* ✓ *Team determines group norms, including who can cancel the meeting, assign responsibilities, and communication channels*							
3. ROLES: ✓ *Facilitator and Recorder are established, and time for rotating determined* ✓ *Additional roles distribution is defined* ✓ *Method for assigning roles over time determined*							
4. AGENDA ✓ *Initiated by the team at the end of a meeting* ✓ *Notice sent out by the Facilitator at least a week prior to the meeting* ✓ *Agenda items and changes noted in email communication and reviewed for consensus and prioritizing at the beginning of the content part of the meeting.* ✓ *Begin with celebrations/positive sharing* ✓ *Include topics that follow up from previous meeting, set by the team* ✓ *End with processing the meeting operations, such as: what worked/didn't work*							

	0	1	2	3	4	Example	Next Step
5. NOTE-TAKING : ✓ Notes are taken for the whole group by one or two members ✓ Notes include identifying information: team (e.g., school), date, organization (and/or logo), team members (presence/absence), page numbers, facilitator and recorder ✓ Action items are recorded in a way that are easy to see, highlighting the name of the person responsible for the action ✓ Template includes agenda items, times for each item, a place for minutes, and a place for decisions and follow up ✓ Sent out within a week of the meeting							
6. DISCUSSION: ✓ **Facilitator** encourages input, keeps the discussion on topic, and clarifies understanding ✓ **Time-keeper** reminds the team if they are over time allotted for topic; team can decide to stay on topic or save it for another time ✓ **Jargon-buster** assists by making sure jargon words are understood by all ✓ **Recorder** only itemizes highlights of the discussion or decisions; does NOT record what everyone says – makes sure to clarify decisions and follow up actions (who, what, when) ✓ **Encourager** recognizes contributions and thanks participants for moving the discussion to closure/decisions ✓ **Snack provider** makes sure everyone can get refreshments and take a break							
7. WRAP UP: ✓ Time is taken at the end of the meeting to identify what worked and what could be improved ✓ Draft agenda items for the next meeting are noted ✓ Time/date, location, and roles for the next meeting are confirmed.							
8. LOGISTICS: ✓ Interactions among team members are respectful ✓ Team members attend consistently ✓ Meetings start and end on time							
Totals:	0						
TOTAL:	____/32 = _____%						