



| <b>How will your team operate?</b><br>(e.g., effective teams have a documented scope of decision-making authority and guidelines for how we will make decisions)  |  |
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| <b>What decisions will this team be making?<br/>Not making?</b><br>(e.g., using data to make adjustments to schoolwide processes like PBIS, but not looking at individual student data to determine interventions)        |  |
| <b>What will be the decision-making process?</b><br>(e.g., consensus will be used for decisions related to a schoolwide program; majority vote will be used for logistics; tools will be used to make explicit decisions) |  |
| <b>What will be our process for monitoring team functioning?</b><br>(e.g., discussing what went well and ideas for improvement at the conclusion of each meeting)   |  |

## Team Meetings & Collaboration

| <b>When will we meet?</b><br>(e.g., effective teams meet regularly to collaborate on and ensure progress toward their goals) |            |            |            |            |            |            |            |            |             |
|--|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Month<br>1   | Month<br>2 | Month<br>3 | Month<br>4 | Month<br>5 | Month<br>6 | Month<br>7 | Month<br>8 | Month<br>9 | Month<br>10 |
|  |            |            |            |            |            |            |            |            |             |

## Communication Structures

| <b>How will team members communicate with each other?</b><br>(e.g., Who will take and distribute the notes? Who will notify team of meeting changes?) | <b>How will we communicate with external stakeholders?</b><br>(e.g., staff members, family and community members, school boards) |
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