



## Transformation Teaming Administration Checklist

Name:	Y = Yes N = No		
Observation Date:	N/A = unsure or not applicable		
<b>1.</b> Prepared the Team — Facilitator invited participants, emailed the TA Practice in 60 video, and ensured participants had necessary information prior to the process.	Y	N	N/A
<b>2.</b> Set the Stage — Facilitator provided an overview of the Transformation Teaming practice, desired outcomes, and key administration steps; and identified an initial Note Taker and group norms.	Y	N	N/A
<b>3.</b> Determined Team Membership and Capacities — Facilitator identified and recruited team members with the desired characteristics, expertise, and membership, while ensuring the team size is functionally effective and efficient.	Y	N	N/A
<b>4.</b> Determined Team Functioning and Operations — Facilitator established meeting norms and structures, roles and responsibilities, decision-making scope and authority, decision-making processes, and a process for monitoring team functioning.	Y	N	N/A
<b>5.</b> Determined Team Meetings & Collaboration — Facilitator created a master calendar for meetings; determined agreements for team communication and for sharing data and feedback on implementation efforts across school, district, and state arenas, as appropriate.	Y	N	N/A
<b>6.</b> Determined Communication Structures — Facilitator supported team development of structures for communication with internal and external stakeholders.	Y	N	N/A
<b>7.</b> Technical Assistance Meetings and Visits — Teams understand the scheduling agreements for visits, communication pathways between visits, and expectations during visits.	Y	N	N/A