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| Characteristics | Guiding Questions and Suggestions | Your Notes and Action Steps |
| Who Needs to Collaborate? | * Who do you need to meet with? Co-teachers, general education teachers, paraprofessionals, related services professionals, administrators? |  |
| Time to Collaborate | * What common time do you have now, and how flexible is that time? |  |
| Roles and Responsibilities | Establishing roles for a collaborative team will help things run more smoothly by ensuring that certain responsibilities are taken care of by different team members.   * Considering the individuals you’ll be collaborating with, what roles need to be filled? Facilitator, timekeeper, notetaker, etc. |  |
| Protocols and Norms for Collaborative Teams | Suggested protocols for collaborative teams include:   * Protocol for Establishing Roles and Setting Team Norms * Protocol for Goal Setting and Reflection |  |