|  |  |  |
| --- | --- | --- |
| 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
 |  |