**Thursday, November 3, 2022 at 3:10 p.m. in Massey Activity Hall**

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| **Topic: Organizing for Collaborative Work** |

**Facilitator:**  Brenda Ulrich and Chris Sivills.

**Time keeper:** Barbara Coble

**Note taker:** Linda Harris

**Objectives**

* Understand the power and purpose teams.
* Understand the necessity of norms for productive and successful teams.
* Begin Establishing norms for our team.

**Next steps from previous meeting**

* None… this is our first meeting with this agenda

**Schedule**

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| **Time** | **Min.** | **Activity** |
| 3:10 | 3 | **Brenda Ulrich - Welcome, Purpose, and Introductions****Parent Representative - Yahaira Gonzalez - Mother of Yaira****Chris Sivills - Educational Consultant** |
| 3:13 | 2 | **Chris Sivills - Review Objectives for the Meeting.** |
| 3:15 | 10 | **Chris Sivills - PowerPoint Presentation**[**Teams and Group Norms**](https://docs.google.com/presentation/u/0/d/1ySAO2IS1zDQoBjlOh0a8xNykhivIc2UmKm6fRsIy2hQ/edit) |
| 3:15 | 18 | **Chris Sivills - Discussion of Group Norms** |
| 3:33 | 10 | **Chris Sivills - Collaboration Self-Assessment Tool** |
| 3:43 | 2 | **Chris Sivills****Directions for group activity.****Each group member will have 5 Index Cards.****Bring completed index cards to the next meeting.** |
| 3:45 | 10 | **Brenda Ulrich - Key Characteristics Activity Directions** |
| 3:55 | 2 | **Chris Sivills - Review next steps from this meeting** |
| 3:57 | 3 | **Brenda Ulrich - Assess what worked well and what didn’t in this meeting**

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| **+ (What worked well)** | **🔺** (**What to change in future meetings)** |
| * Getting shared time.
* Expectations as a team
* Guidance from experience
 | * Not in Spanish
* Elaborate more on key concepts
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