

Team Meeting Worksheet

Organization Name: _____

Name of Team Leader: _____

Team Leader's Phone: _____ Fax: _____

Team Leader's E-mail: _____

1. What is your organization's aim(s) for this Collaborative? If you haven't clearly identified your aim yet, what are some possible aims you are considering?

2. Given the above aim(s), what measures will your team use to track progress? Do you have a plan for collecting baseline data?

3. Have you established your team members yet? If so, please list them below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Given your aim (or possible aim) what resources will you need during our collaborative to help you reach your aim?

5. What topics would you like us to consider for future Learning Sessions?

THANK YOU!!