



Complete the checklist to assess team infrastructure, structure, and process.

A. General Information

1. District:

2. School:

3. Email:

Your email address is collected for online tracking purposes.

4. AZPLS Coach: Yes No

5. Grade level: *Select all that apply.*

- | | | | | |
|--------------|---------|---------|---------|---------|
| Kindergarten | Grade 1 | Grade 2 | Grade 3 | Grade 4 |
| Grade 5 | Grade 6 | Grade 7 | Grade 8 | N/A |

B. General Team Meeting Information

1. Date:

2. Team: District Leadership Team (DLT) Building Leadership Team (BLT) Grade Level/Subject Team

3. Purpose:

4. Attendees: *Select all that apply.* General Education Teachers Special Education Teachers Paraprofessionals
 Administrators Other: *Please specify.*

C. Collaborative Team Meeting: Infrastructure

	No	Somewhat	Yes
1. Does the team include necessary members who have specialized knowledge that can help problem solve the area of need?	1	2	3
2. Does the team have a scheduled time to meet?	1	2	3

D. Collaborative Team Meeting: Structure

	No	Somewhat	Yes
1. Did all team members receive an agenda prior to the meeting so they could give feedback?	1	2	3
2. Did all team members receive the previous team meeting minutes before the current meeting?	1	2	3
3. Did the meeting begin on time?	1	2	3
4. Did team members arrive on time?	1	2	3
5. Did the meeting end on time?	1	2	3
6. Were team norms reviewed?	1	2	3
7. Did the agenda include: purpose, norms, required attendees/roles, minutes, team member progress reports, and next steps (e.g., team assignments, next meeting time/date)?	1	2	3
8. Did agenda items relate to the action plan or topics discussed at the most recent meeting?	1	2	3
9. Were facilitation tools (e.g., discussion protocols) used?	1	2	3
10. Did team members who were not present at the meeting have an opportunity to provide input for the meeting?	1	2	3

E. Collaborative Team Meeting: Process

	No	Somewhat	Yes
1. Did the team work toward a common goal?	1	2	3
2. Were team members attentive throughout the meeting?	1	2	3

	No	Somewhat	Yes
3. Were all team members' voices respected?	1	2	3
4. Did the team use data to guide decisions?	1	2	3
5. Did the team use an identified decision-making process?	1	2	3
6. Did team members strive for consensus?	1	2	3
7. Did the team have a mechanism to resolve any conflicts?	1	2	3
8. Did an assigned team member document the team discussion and decisions?	1	2	3
9. Were specific action items assigned to team members for completion before the next meeting?	1	2	3
10. Did the team determine next steps?	1	2	3
11. Did team members assess and reflect on their own collaboration skills?	1	2	3
12. Did team members thoroughly and honestly discuss issues?	1	2	3