**Week 1 Team Forming Template**

*Identify a Collaborative Team*

**Tell how you created a new (not previously existing) collaborative committee of three to five colleagues with different levels and kinds of curricular experience to join you as you develop a plan to improve your school’s culture**.

**Use the provided spreadsheet to list the certification, experiences, and qualifications of each of the 3-5 team members. (submission only – no typing in this part of the template)**

**Discuss the establishment of steps at the first team meeting to encourage your colleagues’ involvement in the collaborative team.**

**Discuss how you facilitated the development of a team structure (meeting times, meeting duration, who will scribe notes, who will research discussion ideas, etc.) that will support and sustain the collaborative team.**