



# Team Planning Form

**Team members:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Mission:** Write a brief statement of purpose that includes why we are meeting.

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**Goals:** List specific end results or outcomes we need to achieve.

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**Tasks:** List specific activities that we will engage in to achieve our goals.

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**Timeline:** Create a timeline we will follow to achieve our goals.

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# PARTICIPATE

Generate a possible ground rule for each of the following topics.

<i>P</i> articipate	
<i>A</i> ttendance	
<i>R</i> eflection	
<i>T</i> imeline	
<i>I</i> nterruptions	
<i>C</i> ommunication	
<i>I</i> nput	
<i>P</i> reparation	
<i>A</i> rgument	
<i>T</i> roubleshooting	
<i>E</i> valuation Decision Making	