

PROFESSIONAL TEAM ORGANIZATION, CONDUCT AND PROCESS

- a. How does the professional team organize itself?
- b. Who attends each meeting and how is this decided?
- c. How are the minutes completed and distributed?
- d. How do professionals prepare for meetings?
- e. How do professionals debrief after meetings?
- f. How do pressing issues get handled throughout the Collaborative Process?
- g. How does the team manage the pacing of the Collaborative Process?
- h. How does the team determine seating arrangements for meetings?
- i. How does the team determine who will write on the flip chart in meetings?
- j. What are some tips for making the meetings productive and efficient?
- k. What is the role of the team in assisting parties to complete homework?
- l. Who is responsible for food during meetings?
- m. How is it determined where meetings will take place?
- n. Is there a role for caucusing within the Collaborative Process?
- o. When and how are agreements made during the process binding?

THE INITIAL TEAM MEETINGS

- a. How do the team and its members prepare the party for the initial team meetings?
- b. Who attends the initial team meetings and what is covered?
- c. How to determine next steps after the initial team meeting(s)