Collaborative Teams Key Terms, Part 3

**Agenda.** A document that provides a clear framework outlining the purpose, proposed outcomes, and sequence of events of a team meeting. It specifies each item to be discussed, the time allocated for each task, and is used to facilitate a productive flow of discussion.

**Consensus Building.** A collaborative decision making process in which a group works together to reach an agreement that is acceptable to all members. It focuses on open communication, active listening, and mutual respect to ensure that diverse perspectives are considered.

**Fist-to-Five.** A visual gesture tool used as a consensus building strategy that allows the level of support of each individual to be quickly and clearly indicated through the use of the number of fingers raised, or a closed fist.

**Group Processes.** The implementation of team tools and resources such as agendas, minutes, norms/working agreements, and protocols to support schools while saving time and ensuring shared collaborative decision making and follow-up.

**Minute Taking.** The process of capturing and documenting essential details of a meeting including discussions, decisions, and action items. Minutes serve as an official record and reference for team participants and all stakeholders to review outcomes of the meeting.

**Protocols.** Structured guidelines or procedures that help groups communicate, collaborate, and make decisions effectively. They provide a clear framework for discussions, ensuring that interactions are organized and goal-oriented.

**Schoolwide Norms.** Guidelines that convey the message that all educators are linked to a network of collaborative teams within their school, working toward common schoolwide goals. Such norms create consistency across the school enabling individual teams to operate effectively.

**Team Minutes.** A concise record of discussions that occurred and decisions that were made during a team meeting, as well as who is responsible for follow up tasks, along with timelines.

**Team Norms.** Guidelines that define and govern how teams want to work together. These agreements are a list of behaviors and attitudes group members expect from one another to create an environment where all can feel safe to interact, learn, problem solve, and achieve desired outcomes.

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