**Thursday, November 17, 2022 at 3:10 p.m. in Massey Activity Hall**

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| **Topic: Organizing for Collaborative Work** |

**Facilitator:**  Brenda Ulrich and Chris Sivills.

**Time keeper:** Barbara Coble

**Note taker:** Linda Harris

**Objectives**

* Review the reason for teams having norms.
* Begin forming consensus for the norms of our team.

**Next steps from previous meeting**

* Bring five norms
* Bring completed Collaboration Self-Assessment Tool.

**Schedule**

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| **Time** | **Min.** | **Activity** |
| 3:10 | 2 | **Brenda Ulrich - Welcome, Introductions, and Review Pluses and Deltas from the last meeting.** |
| 3:13 | 3 | **Chris Sivills - Review Objectives for the Meeting.****Quick Review of Norms**[**Teams and Group Norms**](https://docs.google.com/presentation/d/1ySAO2IS1zDQoBjlOh0a8xNykhivIc2UmKm6fRsIy2hQ/edit?usp=share_link) |
| 3:15 | 10 | **Brenda Ulrich - Review Padlet for Norms**[**https://padlet.com/chrissivills/trc646gwghh10g24**](https://padlet.com/chrissivills/trc646gwghh10g24) |
| 3:25 | 15 | **Chris Sivills - Come to a consensus on obvious categories of norms that have emerged and begin writing norms if there is time.****The most responses in descending order are:**1. **Communication - 8 Responses**
2. **Time - 4 Responses**
3. **Open-Mindedness - 4 Responses**
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| 3:40 | 15 | **Chris Sivills - Discussion and form consensus on any remaining categories.   We want a total of five norms.** |
| 3:55 | 2 | **Chris Sivills - Next Steps** |
| 3:57 | 3 | **Brenda Ulrich - Assess what worked well and what didn’t in this meeting**

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| **+ (What worked well)** | **🔺** (**What to change in future meetings)** |
| * Continue to slow down so that everyone is on the same page.
 | * Lack of Spanish Materials is still an issue.
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