

Action Planning Step 3: *Finalizing Team Structure*

Purpose of this activity

To develop the necessary membership, meeting and communication structure to ensure your team continues to progress when it returns back to its region.

To Do List

- Identify if any additional members are needed on your team.
- Determine who will invite them.
- Establish team meeting schedule.
 - When will the **next meeting** occur?
 - **Where** will you meet?
 - **How often** will you conduct them?
 - **When** will you conduct them?
- Establish team roles.
 - Who will be your **Team Leader**?
 - Who will be your **Team Facilitator**?
 - Who will be your **recorder/Historian**?
- Establish team operating guidelines and ground rules.
- Establish how your team will communicate its progress to itself and others.
- Determine what **staff support** you will have and who will provide it.

Additional Core Team Members Needed	Who Will Invite Them?

- Schedule Team Meetings
 - When is your **next meeting** after you return to your offices?
 - **Where** will you meet?
 - **How often** will you conduct them?
 - **When** will you conduct them?
- Establish team roles
 - Who will be your **Team Leader**?
 - Who will be your **Team Facilitator**?
 - Who will be your **recorder/Historian**?
- Continue working through the “to do” list as time permits
- When/how will you finish any planning that remains?