

Reading: Jump Starting Teams

Logistics

Determining team logistics involves:

- Deciding when and how often to meet, and for how long.
- Determining where to meet.
- Assigning who will prepare meeting agendas and record minutes.
- Determining what additional training or resources will be needed.

Task Issues

Exploring and clarifying the tasks involves:

- Defining the team's tasks and activities.
- Developing internal timelines.
- Determining tools to be used.

Process Issues

Exploring and clarifying the process involves determining how:

- Decisions will be made.
- The team will handle conflict.
- Team members will communicate with each other.
- Responsibilities will be divided up.
- The team will evaluate itself.