**Internal Functioning**

This tool is to aid team members to have open and honest conversations about internal functioning. The conversations are dynamic, and the terms discussed will be subject to change as the team evolves. This tool serves as a guide to address the key aspects of maintaining effective functioning within the team.

**What method(s) will we use to communicate?**

|  |  |
| --- | --- |
| **Method** | **How often?** |
| [ ]  Teleconference | [ ]  as needed [ ]  weekly [ ]  bi-weekly [ ]  monthly [ ]  bi-monthly [ ]  quarterly [ ]  others (specify): |
| [ ]  E-mail | [ ]  as needed [ ]  weekly [ ]  bi-weekly [ ]  monthly [ ]  bi-monthly [ ]  quarterly [ ]  others (specify): |
| [ ]  Webconference | [ ]  as needed [ ]  weekly [ ]  bi-weekly [ ]  monthly [ ]  bi-monthly [ ]  quarterly [ ]  others (specify): |
| [ ]  In-person meeting | [ ]  as needed [ ]  weekly [ ]  bi-weekly [ ]  monthly [ ]  bi-monthly [ ]  quarterly [ ]  yearly [ ]  others (specify): |
| [ ]  Others (specify): | [ ]  as needed [ ]  weekly [ ]  bi-weekly [ ]  monthly [ ]  bi-monthly [ ]  quarterly [ ]  others (specify): |

**What will need to be communicated?**

|  |  |
| --- | --- |
| **What?** | **How?** |
| Example: Meeting Agenda | Example: One week in advance of the meeting |
|  |  |
|  |  |
|  |  |
|  |  |

**How do we illustrate the roadmap of the research process?**

[ ]  Use of calendar of events/ milestones
[ ]  Gantt chart

**Team positions at a meeting: Who is doing what in our team?**

|  |  |
| --- | --- |
| **Position** | **Team Member(s)** |
| Chair |  |
| Facilitator |  |
| Time-keeper |  |
| Note-taker |  |
| Support person |  |