**Setting Team Rules and Protocols**

Rules and protocols help teams work together efficiently.

1. **Agree on team rules and protocols.**
2. **Identify shared goals and assume positive intent:**
   1. We are working together to make a great classroom and improve outcomes for each and every child.
3. **Ask questions to determine a colleague’s point of view such as:**
   1. “What led you to think ?”
   2. “I heard you say , is that correct?”
   3. “I’m wondering what you mean by ?”
   4. “Can you say more about and maybe given an example?”
4. **Use data to inform the conversations and observations.**
5. **Use problem-solving protocols.**
6. **Respect time commitments (for example, start and end on time, assign times to agenda items).**
7. **Follow through with assignments.**
8. **Implement new practices across the team.**

Based on Boudett, K., & City, E. (2016). *Meeting wise: Making the most of collaborative time for educators.* Cambridge, MA: Harvard Education Press