*The following questions are designed to prompt reflection when you start a research collaboration/ team OR when your team changes or has turnover of members. It is a good idea to use it periodically to prompt a review of* ***how*** *you are working together as a team (process) and* ***what*** *you are doing (tasks).*

*Take time individually to write down your answers before listening to each person’s perspective. If there are different perspectives, take time to respectfully discuss an acceptable way forward.*

*This may feel like a lengthy process, but the saved time will pay off in less confusion, conflict and time wasted later on.*

|  |
| --- |
| 1. What would you like the outcomes (impacts) and outputs (tangible products) of the team/collaboration to be **in general?**​ |
| 1. What would be a great outcome or output (a deal-breaker?) from the collaboration **for you personally**?​ |
| 1. What do you see as your main role or contribution to the team?​ |
| 1. What can the rest of the team trust you to DO (contributions/ skills) and to BE (behaviours/attributes)?​ |
| 1. What specifically can/will you commit in terms of time or resources? May this change?​ |
| 1. On what issues do you anticipate team members may differ in their points of view?​ |
| 1. What do you think is the biggest risk to our success?​ |
| 1. What are you relying on the other members of the team to contribute?​ |
| 1. As we work together on this or future research projects, and as things develop and change how would you like to manage and review how the team are working together?​ |
| 1. What are your concerns around collaborative working on this research project/ with this specific team?​ |
| 1. How would you like the team to communicate to ensure the effective delivery of the outputs? Be as specific as possible​ |
| 1. What is the most important thing for our team to accomplish first?​ |
| 1. What support (if any) do you want to request from funder/host organisation/PI?​ |