*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.*

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