

Essentials

Components Needed for Effective Teaming

- **IDENTIFIED ROLES FOR**
Notetaker, Facilitator, Timekeeper
- **Guiding Principles**
- **AN AGENDA**
- **A MEDIUM for TAKING NOTES and RECORDING Action Items**
- **Visual Organizer**
and Medium for Use - Whiteboard or Chart Paper
- **Meeting Mechanics**
- **Relevant Data**