**Ways of Working Notetaking Template:**

1. **Meeting Purpose & Outcomes:**

Purpose: C*ome together as a team to acknowledge our different work habits and discuss openly a set of expectations that we can align on as a team while preserving everyone’s ability for individual focus on their work.*

Desired Outcomes:

* Voice sentiments and share reflections on key areas: Working Hours, Team Needs, and Communication practices
* Establish alignment on Team Ways of Working practices and capture commitments and agreements going forward
* Cover other resources and support that exist to help with managing workload, stress, and wellness

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| --- | --- |
| Team Member | Expectations/Needs |
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|  |  |
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1. **Working Hours:**

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| --- | --- |
| Team Member | Comments |
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| --- | --- |
| Suggested Agreements | Comments |
|  |  |
|  |  |
|  |  |

\* [Star] the final agreement

1. **Team Needs**

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| --- | --- |
| Team Member | Comments |
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| --- | --- |
| Suggested Agreements | Comments |
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|  |  |

\* [Star] the final agreement

1. **Communication Practices**

|  |  |
| --- | --- |
| Team Member | Comments |
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| --- | --- |
| Suggested Agreements | Comments |
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\* [Star] the final agreement

1. **Other Resources & Support**

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| --- | --- |
| Team Member | Comments |
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| --- | --- |
| Suggested Agreements | Comments |
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\* [Star] the final agreement

1. **Agreements & Commitments**

|  |  |  |
| --- | --- | --- |
| Commitments | Benefits | Foreseeable Challenges |
| Working Hours:[Paste from Above] |  |  |
| Team Needs:[Paste from Above] |  |  |
| Communication Practices:[Paste from Above] |  |  |
| Other:[Paste from Above] |  |  |