

Collaboration

- Get to know each other and discuss roles and responsibilities and any concerns with the process. Be very open with each other.
- Set specific meeting times (beginning and ending)
- Have an agenda and distribute it ahead of time when possible
- Take notes particularly on who's doing what and deadlines
- Be honest about needs and concerns
- Be professional. Avoid taking things personally or getting defensive. Get a mediator when necessary.
- Respect each others working and learning styles
- Examine roles with a fresh eye. How can we change things so that we can help each other better?

Reminder

If we always do what we've always done, we'll always get what we've always gotten.