## [Tool G1] Working together Quick Question Guide

[downloadable word document]

These tools use the language of building a team—you might have other ways to describe bringing people together to work towards common goals.

Some questions are: How will the team stay a team? How do you meet? How often? Where? Do you have to meet in one group or can meetings happen in pairs, over the phone, over email? How do we work as a team when there are people who can’t or don’t want to be in the same place at the same time?

Teams can be any size:

* Just you and the website for now—looking for more people to help
* A couple of you helping each other out
* Some supportive members of your whānau
* A group of friends
* Some neighbours
* An organisation, sports club, church, workplace
* A group connected across cities
* A bunch of people connecting in different ways.

Teams can be any form:

* You meet regularly and work together on everything
* One person co-ordinates the team to make sure you are part of the plan—the rest of you do your part but usually by yourselves
* You have a lot of people, but a small group meets regularly to co-ordinate
* You have a team working together, and others have special roles.

#### Why and when is it helpful to have a group meeting?

When you are building common understandings, goals and strategies. Times to have everyone meet:

1. What is going on [link to phase 1A] [can the highlighted links follow breadcrumbs to the section, ie if coming from 1, 2 or 3, goes back to 1A, 2A or 3A]

2. How do you stay safe [link to phase 1B]

3. What do you want [link to phase 1D]

4. Regular meetings to look at goals and actions, and to support and feedback with each other

5. Special meetings for big changes, emergencies or opportunities

6. Closure meeting.

#### Maintaining the group between meetings

The action plan might be carried out with smaller meetings or one-on-ones. People carrying out the action or affected by it should always have support people to meet and check in with regularly even if the larger group doesn’t meet for a while.

This list will help figure out what kind of team you are, who’s in your team, and how often you expect to meet

1. Who’s on your team?
2. How often do you expect to meet?
3. Who needs to be part of regular meetings?
4. Is there a smaller group that meets more often? Who? How often? Where? What is their role?
5. Are there other people you can count on but who don’t meet regularly?
6. Where do you meet?
7. What do you need at the meeting (pen and paper, food, drinks, childcare, accessibility)?
8. How is an agenda made for the meeting? Who does that?
9. What types of decisions mean everyone should meet together?