

Team Start-Up Worksheet			
Team Name:		Start Date:	
Team Members:			
Team Leader:			
Who is the recorder of the minutes?			
Who will plan meeting agendas?			
Review of Team Make-up			
1. Are areas that are affected represented on the team?			
Yes	No	Action Needed:	
2. Are different jobs and departments represented?			
Yes	No	Action Needed:	
3. Are the appropriate internal/external customers and suppliers involved?			
Yes	No	Action Needed:	
Team Boundaries of Freedom			
What are the team's responsibilities? Check all that apply			
Analysis	<input type="checkbox"/>	Improvement Recommendations	<input type="checkbox"/>
		Improvement Actions	<input type="checkbox"/>
What is the team's budget?			
What is the target completion date?			
What are the time constraints for members?			
What is the procedure if the team needs to expand beyond these boundaries?			
How will progress be communicated to others?			
Conflict Resolution			
Will we still meet if all members aren't here?			
How long can 1 person keep the floor?			
How long will we spend on a disagreement before tabling it to collect more info for the next meeting?			
How will conflicts with people outside the team be handled?			
Does anyone on the team have veto power over any issue?			
Who is the team champion?			