

Set the scene. Explain that the team will come together to discuss and come to agreement around the following issues or topics. You could choose meetings, communication, decision making, setting priorities, feedback, or a topic of your choice. Here I have posed a generic topic framework:

WHAT IS THE
PURPOSE OF THIS
TEAM?

WHAT ARE THE
KEY SKILLS,
ROLES, AND
FUNCTIONS OF
THE TEAM?

HOW DO WE MAKE
DECISIONS?

CATEGORY WHEN DO
WE COME TOGETHER
FOR MEETINGS AND
HOW DO WE BEHAVE?

WHAT IS OUR
PREFERRED METHOD
FOR COMMUNICATION
AND COLLABORATION?

(PHONES, EMAIL, A
PLATFORM, OR SOFTWARE,
ZOOM)

HOW DO WE
FOLLOW UP WITH
ONE ANOTHER'S
REQUEST?

I find it's a good idea to ask everyone to write answers individually using post it notes, white boards or collaborative tools so that group think doesn't occur.

Then actively facilitate a discussion around differences, creating understanding before making decisions on how you will be held accountable for what you have agreed.