**Partnership Check-In:**

**Overview-** *Regardless of how much planning is done at the beginning of a partnership, changes are inevitable. There may be changes in leadership, district initiatives, research needs, capacity of team members, partner needs, etc.**Throughout the duration of the partnership, successful teams will need regular check-ins to see if things are working. In addition to regular check-ins, certain events may trigger the need to check-in more frequently (e.g., change in team members, beginning a new school year, etc).*

Some questions to consider when checking in:

* Do you have the right people on the team? Are there additional members or kinds of expertise that need to be represented?
* Are the group norms and expectations working for the team? Do any adjustments need to be made? Do any team members need to be reminded of the norms and expectations?
* How are the needs of the institutions changing? (e.g. leadership changes, new district or research initiatives, collective bargaining agreements)
* Are the identified goals still a good fit for the work?