

### Tasks for Your Initial Collaboration Meeting

1. Review background information about the potential collaboration (e.g., partnership purpose, goal, context, etc.).
2. Group should introduce themselves to one another (e.g., share names, roles, other details important to know).
3. Collectively explore whether to begin this collaboration by answering the following questions:
  - a. What can each partner bring or contribute to the effort?
  - b. What are the necessary requirements or constraints that should be addressed for each partner?
  - c. What are the issues for negotiated agreement?

Partner Name	Contribution	Requirements & Constraints	Issues to Negotiate
1.			
2.			
3.			