**Ongoing Communication Plan**

Use this document with your partner(s) to establish communication norms for your work together. Shared expectations around communication can prevent misunderstandings. Edit tables as needed.

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| **Partner 1**  **Primary Contact:**  **Contact Phone:**  **Contact Email:**  **Preferred Communication Method:**  **Alternate Contact:** | **Partner 2**  **Primary Contact:**  **Contact Phone:**  **Contact Email:**  **Preferred Communication Method:**  **Alternate Contact:** |

|  |  |  |
| --- | --- | --- |
| **Meeting Purpose (e.g. check-in, data review, scheduling)** | **Meeting Frequency (e.g. monthly, x times per semester)** | **Attendees** |
|  | Date(s): |  |
|  | Date(s): |  |
|  | Date(s): |  |
|  | Date(s): |  |

**Guiding Questions**

1. Was the schedule above created with input from all partners?
2. How will you establish meeting agendas so that everyone’s concerns are addressed?
3. How will you document and share what goes on in meetings?
4. What actions will be taken when problems or issues arise?
5. Are there other protocols or practices you would like to establish, such as time frames for requesting agenda items, meeting notification practices, meeting locations, etc.?
6. How often will you revisit this plan?