Reaching a Common Goal Through Collaboration. Template 1. Student Name: 2. Common Collaborative Group Goal: 3. Updated Team Members and Roles: List each member of your group (3-5 people total) and identify their specific role and responsibilities within the group. Be sure to include any updates to group members or roles and responsibilities. 4. Documentation/Evidence of Meeting Your Common Goal: Attach your documentation to the template or upload it separately. This can be in the form of a picture, document, or other evidence of collaborating towards achieving the group goal. A few examples of documentation are a picture of the group collaborating, before and after pictures of goal completion, or a screenshot of group progress (calendar, list, tracking chart, etc.). Click or tap here to enter your text. 5. Team Process: Describe the process the team used to work towards their goal. What was each person’s role and responsibility in the group? How were roles and responsibilities established? Click or tap here to enter your text. 6. Collaborative Tools: Describe any collaborative tools used by the group. How did these tools support the team in their collaborative work? If your team did not use any collaborative tools, describe potential collaborative tools that may have been helpful for the team’s work. Remember, collaboration tools can include Google Docs, Monday, Zoom, Skype, Smartsheet, Microsoft Teams, Slack, Microsoft Office 365, etc. 7. Collaborative Strategies: Describe 2-3 collaborative approaches or strategies used by your group to meet the common group goal. Remember, collaboration strategies or approaches can include in-person meetings, active listening, phone conversations, organization, sub goals, etc. 8. Challenges & Opportunities: What challenges did the group face in meeting the goal? What would you do differently next time to work through challenges or improve the interpersonal interaction and balanced teamwork of the group? If your group did not face any challenges, describe 1-2 common challenges that teams often face and how your group was able to avoid those challenges.