Phase I: Prepare the Ground

The Key 3 Meeting serves as a crucial initial gathering of the C3 Lab facilitator, course lead, and instructional designer. Its primary objective is to lay the groundwork for effective collaboration, teamwork, and course design outcomes. This section will delve into three essential principles to cultivate a culture of collaboration and creativity.

As leaders within the C3 Lab, your role in establishing a solid foundation for effective collaboration is pivotal. This section will delve into three essential principles that lay the groundwork for cultivating a culture of collaboration, teamwork, and creativity. We believe that by following these principles, we can create an environment where we can work together to bring hope and peace to the world. As Christ taught us in the Bible, 'Blessed are the peacemakers: for they shall be called the children of God' (Matthew 5:9). Similarly, in the Book of Mormon, we read that 'the Lord God worketh not in darkness. He doeth not anything save it be for the benefit of the world; for he loveth the world' (2 Nephi 26:23). We hope that by working together in this lab, we can follow Christ's example and bring light to those around us, and share that light with our students in our courses.

1. Select the right team members:

Ensuring that each role is filled with individuals who bring a diverse range of skills, perspectives, and experiences is crucial to the success of collaborative efforts. By carefully selecting team members, you can harness the power of collective intelligence and create a dynamic collaborative environment.

Implementation Questions

1. Are all the stakeholders of the project represented by at least one member of the group?

2. Invite individual preparation:

Encouraging all participants to come prepared with ideas, research, and a proactive mindset is vital. By setting clear expectations and providing resources for individual preparation, you empower team members to bring their best to the collaborative process, fostering a culture of engagement and accountability.

Implementation Questions

1. Is each team member personally committed to loving each team member and being "100% responsible" for their own participation, assignments, and outcomes?

3. Foster team preparation:

Creating opportunities for team members to prepare collectively is equally important. By establishing platforms for communication, collaboration, and idea-sharing before collaborative sessions, you enable participants to build rapport, establish common goals, and develop a shared understanding of the project's objectives. This collective preparation enhances synergy and alignment within the team.

Implementation Questions

1. Does each team member understand their roles and responsibilities?

2. Have you decided as a group how you will Foster a culture of belonging, open sharing of potentially conflicting ideas, and seeking synergistic collaboration?

By adhering to these principles, the C3 Lab leadership team will pave the way for a supportive and dynamic environment where collaboration thrives, ultimately leading to exceptional course design outcomes.

Meeting #1: The Key Three Meeting

Purpose: The Key 3 Meeting serves as a crucial initial gathering of the C3 Lab facilitator, course lead, and instructional designer. Its primary objective is to lay the groundwork for effective collaboration, teamwork, and course design outcomes within the C3 Lab. During this meeting, the team will focus on several key purposes:

- Prepare and Plan the Kickoff Meeting:

  - Collaboratively outline the agenda, format, and objectives for the upcoming Kickoff Meeting.

  - Identify key topics and activities to be covered, ensuring alignment with the overall goals of the C3 Lab.

  - Assign roles and responsibilities for facilitating and supporting the Kickoff Meeting to ensure a smooth and engaging experience.

- Establish Collaboration Infrastructure:

  - Determine the communication channels, platforms, and tools that will enable seamless collaboration among the team members. (Typically solutions here address the use of email, MS Teams, Google Drive, etc.)

  - Select appropriate technologies or platforms for file sharing, document collaboration, and real-time communication.

  - Set up the necessary accounts and access permissions to ensure all team members can effectively participate in collaborative efforts.

- Cultivate a Collaborative Culture:

  - Foster a supportive and inclusive team culture that values open communication, respect, and active participation.

  - Establish shared norms, guidelines, and expectations to promote effective collaboration and constructive feedback.

  - Encourage a sense of shared ownership and commitment to the success of the C3 Lab, emphasizing the importance of teamwork and collective achievement.

- Define and Align on C3 Lab Goals:

  - Clarify the overarching goals and desired outcomes of the C3 Lab, ensuring a shared understanding among the team members.

  - Discuss the intended impact of the course design program on participants' learning experience and overall educational objectives.

  - Align individual roles and responsibilities with the broader vision and goals of the C3 Lab, ensuring a cohesive and coordinated approach.

By addressing these purposes in the Key 3 Meeting, the C3 Lab leadership team will establish a strong foundation for effective collaboration, teamwork, and course design outcomes. This meeting will set the stage for the successful execution of the C3 Lab, promoting a culture of innovation, shared responsibility, and collective achievement.

C3 Kickoff Meeting

Meeting Title: C3 Lab Kickoff Meeting – Inspiring Collaboration and Purpose

Purpose:

The C3 Lab Kickoff Meeting marks the beginning of the C3 Lab where the full C3 Lab team comes together to establish a strong foundation for collaboration, set the team culture, and define the inspired purpose of the project. The meeting aims to accomplish the following purposes:

1. Foster Connection and Collaboration:

- Discussion Questions:

    - What are some fun activities or icebreakers we can engage in to build connections and create a friendly atmosphere?

    - How can we encourage team members to share more about themselves and their interests?

    - What are some ways we can promote trust and mutual respect within the team?

2. Establish Team Culture and Norms:

- Discussion Questions:

    - What values and principles do we want to guide our team interactions?

    - How can we create an inclusive and supportive team culture?

    - What decision-making processes or approaches should we adopt to ensure fairness and effective collaboration?

3. Define the Inspired Purpose:

- Discussion Questions:

    - What is the larger purpose and vision of the C3 Lab project?

    - How do our individual roles contribute to achieving that purpose?

    - What are the desired outcomes and impact we aim to create for course participants and the educational community?

4. Assign Roles and Responsibilities:

- Discussion Questions:

    - What are the specific areas of expertise, skills, and interests that each team member brings to the project?

    - How can we align those strengths with specific roles and responsibilities?

    - What expectations do we have for each team member's contributions to the project?

5. Address Future Challenges and Celebrate Success:

- Discussion Questions:

    - How can we proactively handle conflicts or challenges that may arise during the project?

    - What strategies or approaches can we employ to resolve conflicts effectively and maintain a positive team dynamic?

    - How can we celebrate successes and acknowledge milestones achieved throughout the project?

6. Reinforce the Team Culture:

- Discussion Questions:

    - What are some specific actions and practices we can implement to reinforce the desired team culture?

    - How can we incorporate team-building activities, knowledge sharing, and continuous learning into our collaborative process?

    - What are some ideas for recurring practices or rituals that will strengthen our team's cohesion and commitment?

By addressing these purposes in the C3 Lab Kickoff Meeting, the team will establish a solid foundation for collaboration, align on the team culture and norms, define an inspired purpose, assign roles and responsibilities, and prepare for future challenges and successes. This meeting sets the stage for a cohesive and motivated team that will work synergistically to achieve the goals of the C3 Lab.