

Much like an orchestra tunes up before a performance, or an athlete warms up before a practice, tuning a virtual team helps get everyone on the same page.

Team name:

Date:



## VALUES

What are our guiding principles?



## INFORMATION

What information do we need to share and how do we access it?



## COMMUNICATION

How and when do we talk to each other?



## COLLABORATION

How do we know what each other are doing?



## WELL-BEING

How do we care for ourselves and each other?