Name of student: zID: Week number:

## [Teamwork checklist](javascript:void(0)) (save as PDF and upload on Moodle each week)

Each member should complete this checklist. You will need time to reflect in order to make this a worthwhile exercise. You should complete this exercise reasonably regularly in order to monitor and improve how effectively your group is working.

1. Answer each question regarding your own performance in the group.
2. Answer each question regarding the rest of the group.
3. Get together with your whole group and discuss where you think any problems are arising.

Discuss what you are going to do to overcome these problems.

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you:** | **Me** | **Group** | **Comments** |
| Effectively clarifying your task or objective at each stage? |  |  |  |
| Checking on progress? |  |  |  |
| Clarifying and recording what your group decides? |  |  |  |
| Clarifying who is going to do what? |  |  |  |
| Clarifying when each task is to be done by? |  |  |  |
| Establishing procedures for handling meetings? |  |  |  |
| Keeping to agreed procedures? |  |  |  |
| Listening to each other? |  |  |  |
| Dominating / Allowing some members to dominate? |  |  |  |
| Withdrawing / Allowing some members to withdraw? |  |  |  |
| Compromising individuals wants for the sake of the team? |  |  |  |
| Recognising the feelings of other members? |  |  |  |
| Contributing equally to team progress? |  |  |  |
| Following agreed procedures for writing and file naming? |  |  |  |