

## EVALUATION OF PROGRESS TOWARD EFFECTIVE TEAM FUNCTIONING\*

**Your team # and name:** Sadie Gladden, Alan Trester, and Zuguan Liu

**Teams will get 100 points for filling this out honestly.**

Symptoms of Internal Meeting Problems	Usually	Sometimes	Hardly Ever
Team meetings generally begin 5-15 minutes late			✓
Members often arrive late, leave early, or never even show up for the meetings			✓
No agenda exists-members simply have a vague notion of what they want to accomplish			✓
One or two members monopolize discussion throughout the meeting			✓
Members have not read the assignment, performed the necessary background research, or done what they were expected to do. Consequently, individuals are poorly prepared for the meeting			✓
With words or by appearance, some members clearly convey that they would rather be elsewhere			✓
Members constantly interrupt each other or talk in pairs without listening to the individual who has the floor			✓
Issues never get resolved, only put on the back burner until next time			✓
No follow-up action plan is developed. Members are confused with regard to what the next step is and who is responsible for performing it.			✓
The same individual or individuals end up doing the majority of the work. The meetings run on and on and on with little to show for the time spent on them			✓
Assignments are not completed on time or are completed poorly			✓

**COMMENTS: (for items marked “Usually” and/or “Sometimes”, what steps is the team taking to improve performance? Include an additional sheet if necessary).**

As a group the three of us have all worked together in classes or on projects or in labs. We tend to get along and have been friends since freshman year so we have a good grasp and understanding of our team dynamic and how to work effectively together. Even in times of conflict or if issues arise we have a decent grasp on how to resolve and deescalate a situation.

\*Adapted from Jack McGourty and Kenneth P. De Meuse, The Team Developer: An Assessment and Skill Building Program, 2001, John Wiley & Sons, New York.