

## EVALUATION OF PROGRESS TOWARD EFFECTIVE TEAM FUNCTIONING\*

**Your team # and name:**

**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).**

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