

Symptoms	Usually	Sometimes	Hardly Ever
No agenda exists – team members have a vague notion of what they want to accomplish or what they need to be doing.			
Team does not create a follow-up action plan. It is unclear what the next steps are and who is responsible for performing them.			
Team members demonstrate a lack of preparation or poor performance. Designated tasks are not completed on time or are completed poorly.			
With words or by appearance, some members indicate that they would rather be doing something else.			
Online or face-to-face discussions are long but accomplish little, or one or two team members monopolize discussions.			
In online work and in face to face meetings, team members do not make quality contributions.			
In online work, contributions by one or more team members are ignored. For face to face meetings, team members constantly interrupt each other or talk in pairs without listening to the individual who has the floor.			

Comment on the following:

PEOPLE: What will you do to encourage all group members to participate actively and feel valued?

PROCESS: What will you do to ensure that your group is well organized and that you use available resources efficiently?

PRODUCT: What will you do to ensure that your and your team's work is of the highest quality possible?