

How is your Team doing?

At the end of your next meeting, ask	Yes (Y)	No (N)
1. Was the goal of the meeting clear to everyone on the team?		
2. Did everyone on the team know their roles?		
3. Were there written ground rules for conducting the team meeting?		
4. Were the ground rules observed?		
5. Was there an agenda with timelines?		
6. Was there an action plan written at the end of the meeting?		
7. Was the action plan from the previous meeting reviewed?		