

Quick Team Assessment**Instructions:**

1. Individually use the Quick Team Assessment form to assess your team's work– one form per student.
2. Collect all sheets. As a team determine team averages and discuss each aspect of the team work.
3. As a team complete the Quick Team Assessment and submit to the instructor.

Rating Scale:

- 5 = We always do this.
 4 = We mostly do this.
 3 = We're inconsistent.
 2 = We mostly don't do this.
 1 = We almost never do this.

Review of the TEAM						Team Average
Arrive on time to meetings	5	4	3	2	1	
Come prepared for meetings	5	4	3	2	1	
Balance participation among team members	5	4	3	2	1	
Recognize and deal with conflict in our team	5	4	3	2	1	
Create a friendly environment	5	4	3	2	1	
Meet deadlines	5	4	3	2	1	
Produce high quality work that allows the project work to move forward	5	4	3	2	1	
Provide and accept feedback	5	4	3	2	1	
Seek different points of view	5	4	3	2	1	
Comments: What our team did well						
Comments: What we will work on						

We have reviewed and updated our Project Task List:

Yes

No