Team Building:
Facilitator Assessment Checklist
for Reviewing Team Progress

Name _____   **Team** _____

☐ Did team approve a meeting format? _____ Did team follow the meeting format? _____

☐ Did team identify a group ritual? _____ If so, what is it?

☐ Did team identify ground rules? _____ How did this go?

☐ Did individuals on the team revisit a personal goal? _____ Did they develop an individual goal worksheet? _____ How did this go?

☐ Did team identify group purpose? _____ If so, what is it?

☐ What are the team's current goal(s)?

☐ What action planning methods has the team used to develop a plan for achieving their goal or goals? _____ How did it go?

☐ Has the team discussed accountability in regards to team tasks and planning? _____ How did it go?

☐ Has the team discussed conflict resolution? _____ How did it go?

☐ Has the team completed a mid-project evaluation of their progress or their meetings? _____ What evaluation method did they use? How did it work?

☐ Did the team complete its goal?

☐ Did the team celebrate its accomplishments and do a final evaluation?