

Teamwork checklist

Use these questions as a guide to help your team function optimally and get the most out of your assessment experience.

Tasks

- ☐ Does every team member understand the task requirements?
- ☐ Has the team agreed on the aim and expectations for their final product?
- ☐ Have individual tasks been allocated collaboratively?
- ☐ Has the workload been divided equally between all team members?
- ☐ Have deadlines for individual tasks been decided collaboratively?
- ☐ Have contingency plans been created in case a team member can't fulfill their assigned task?

Roles

- ☐ Have you allocated roles to all team members?
- ☐ Who is responsible for coordinating the team and arranging meetings?
- ☐ Who is responsible for taking notes during meetings and recording decisions?
- ☐ Who is responsible for monitoring decisions and following up with team members?
- ☐ Who is responsible for quality control and ensuring the final product meets the team's aims and expectations?
- ☐ Have all team members shared their availability for meetings?

Communication

- ☐ Have you decided what is the best way to communicate with each other? (e.g. via Zoom, email, chat, FaceTime, Google Chat, Moodle forum)
- ☐ Have you decided how often you will communicate with each other?
- ☐ Do all team members have access to the technology required for effective communication?
- ☐ Have you considered time zone differences if some team members are based in different countries?
- ☐ Have you agreed on how team members will provide feedback to each other?
- ☐ Do all team members understand each others' preferred names and pronouns?
- ☐ How will the records of meetings and decisions be shared and accessible to all team members?

Troubleshooting

- ☐ As a team, have you identified any parts of the assessment task, or the teamwork process that may be challenging for you?
- ☐ Have you decided on a method for resolving conflict in the team?
- ☐ Do you know who you can approach to help your team resolve any issues?