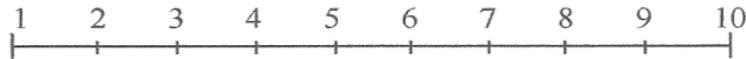


Process Check Rating Form

For each of the following rating scales, silently rate your team's process as you experienced it during the meeting.

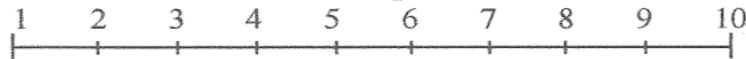
On-Track



The meeting lacked focus, wandered from one topic to another, dwelled on trivia.

The meeting showed orderly progress on the task and followed an agenda.

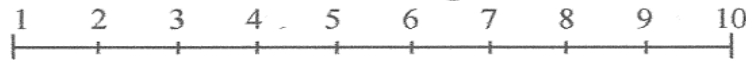
Participation



A few members dominated, while others stayed quiet.

Everyone contributed ideas and took part in team decisions.

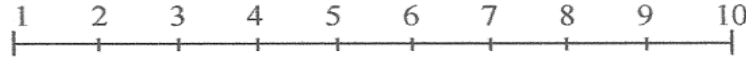
Listening



Two or more people often talked at once; team members failed to listen to one another.

One person talked at a time; team members listened respectfully.

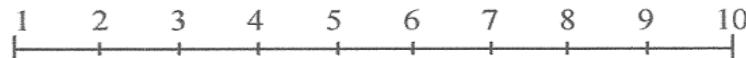
Shared Leadership



Few people besides the designated leader did anything to keep us on task.

We shared leadership; everyone took responsibility for staying on task.

Results



We could have achieved better results by working independently.

We achieved better results by working together than independently.

Other

