

## Appendix 5: Meeting Notes (use for more than one meeting)

How well did you listen to others?	
Did you have an awareness of the opinions and ideas of others?	
What was the progress reported on former goals?	
Were new goals set?	
Write one group goal.	
Write one individual goal.	
What problem was identified?	
Which problem-solving strategies were used?	
Did you suggest any solutions?	
Was there any conflict? If yes, describe.	
What conflict resolution strategies were used?	
Did you act as an appropriate team member?	
What was your role in the team?	
What tasks do you need to carry out?	
Did your strengths and weaknesses affect team performance?	
What feedback did you give?	
What feedback did you receive?	
Interpret your feedback.	
General evaluation	

General:

(Skills demonstration)