

MODULE: Cells

Activity Sheet 1.9: How well did you work as a team?

The table below shows the kinds of things good teams do. Write a few notes in the second column to describe the time your team did some of these things.

Good teams ...	We did this ...
<ul style="list-style-type: none">• take time to agree the task the team needs to do• encourage everyone to share their understanding.	
<ul style="list-style-type: none">• keep eyes and ears open for help from other areas• admit when they are stuck!	
<ul style="list-style-type: none">• make time for team meetings and make sure everyone attends• learn to talk and listen to each other. Use an agenda and have a chairperson to make sure everyone gets a chance to contribute• keep a record of the important decisions so that everyone knows what they have to do.	
<ul style="list-style-type: none">• organise the jobs that need to be done and agree who will do what• make time for team members to report back so that the knowledge is shared.	
<ul style="list-style-type: none">• agree dates and times by when tasks must be finished• check progress in team meetings• admit if something is going to be late so that other people in the team help to solve the problem.	