

Date Subject

Name

Taking Stock

Improving the way the team works together

Progress

How are we doing as a team? Are we working well together? ▼

List what we've accomplished as a group so far. ►

Revising the Plan

Are we proceeding according to the plan agreed upon by the team? Does the plan need to be revised? ▼

How do we have to revise the plan to accomplish our goal? ►

Reflection

How is it going?

What can we change right now to make the process better for ourselves? ▼

