

Team Development Log

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|-----------------|
| Team |
| Date |
| Members present |

Tools and Practices

Which of the Tools and Practices did we use in our meeting?

- Four Levels of Communication
- Active Listening
- Functional Subgrouping
- Anyone Else?
- Paraphrasing
- Short Sentences
- Increased Focus & Awareness
- Artful Participation
- Four Keys for Collaboration
- Team Debrief
- Force Field Analysis
- Task and Process Leader
- Clarifying member roles
- The Miss Tree

Team Fundamentals

Which of the Team Fundamentals did we use/refer to in our meeting?

- The Goal Matrix
- Purpose
- Member Roles
- Stakeholders
- Internal Standards
- External Standards
- Ambition
- Goals
- Values
- Vision
- Meeting Structure

What went well?

Looking back at our meeting, which supportive behaviours can we identify?

What will we do differently next time?

What were our biggest insights? What will we do more of? What should we stop doing?
What will we start doing?