

Everyone has a clear understanding of the goal of the group and how we plan to achieve it

**A**

When work needs to be done, everyone is clear what the tasks are, who will do what and by when

**B**

The group has written and agreed a set of guidelines (or ground rules) that list the things the group needs to do to work well together

**C**

There is a system in place to make sure all group members can communicate with each other outside of meetings

**D**

Team members are recognised and praised when they put lots of effort in

**E**

It is clear how decisions are made (e.g. we discuss things in our meetings until we can reach a decision everyone is happy with, if we can't we vote on it)

**F**

In meetings no one is allowed to dominate so no one else gets a word in

**G**

Have fun

**H**

The workload is shared across the team and not just by one or two people

It feels okay for any of us to make suggestions or ask questions without feeling silly

Time is set aside for the group to reflect on how the group is working and what needs to change

I

J

K

Take time to get to know each other

L

The group knows what skills its members have (e.g. a skills audit) and people are supported if they want to try doing new tasks and learning new skills

M