

Team Processing Sheet:  
Team Dynamics Assessment and Discussion Guide

Team Communication: \_\_\_\_\_ [facilitator name]

Who talks most in your group?

Who talks the least in your group?

Why might that be a problem?

How might that impact the productivity of the group?

How might that impact feelings of inclusion and equity on the team?

How might you change this dynamic?

How are you handling electronic communication?

What is considered a timely response?

Have you set boundaries for what can be conveyed and when electronic communication happens?

Team Leadership: \_\_\_\_\_ [facilitator name]

Who takes the lead in your group most often?

Who takes the lead in your group least often?

Why might that be a problem?

How might that impact the productivity of the group?

How might that impact feelings of inclusion and equity on the team?

How might you change this dynamic?

Team Decisions and Equity: \_\_\_\_\_ [facilitator name]

Who makes decisions in your group most often?

Who makes decisions least often in your group?

Why might that be a problem?

How might that impact the productivity of the group?

How might that impact feelings of inclusion and equity on the team?

How might you change this dynamic?



Team Commitment: \_\_\_\_\_ [facilitator name]

Who regularly comes to meetings?

Who makes space in their schedule to ensure that other members on the team can come to meetings?

Why might that be a problem?

How might that impact the productivity of the group?

How might that impact feelings of inclusion and equity on the team?

How might you change this dynamic?

Team Productivity: \_\_\_\_\_ [facilitator name]

Do some members tend to do the majority of work on drafts and other assignments?

Do some members tend to do less work on drafts and other assignments?

How might this impact the opportunity to learn for those doing less work?

How might this impact the productivity of the group?

How might this impact feelings of inclusion and equity on the team?

How might you change this dynamic?

Other Team Problems: \_\_\_\_\_ [facilitator name]

What are the problems that your team seems to have repeatedly?

- One or more members spend time on work, social media, games, or socializing not related to the project.
- Work is turned in late.
- Work is not at a high quality.

How might you change this dynamic?

