



**Introduction:** Taking time to stop and reflect on team functioning is a powerful team building practice. Use the questions below to assess team collaboration in key areas. Discuss honestly together in a team meeting - what is going well, areas that need attention, and engage in action planning (what will be done, by whom, when, etc). Be sure to hold follow-up discussions.

Aspect of Collaboration	Reflection Questions
<b>Communication</b>	1. How effectively does the team communicate with each other?
	2. Are team members responsive to communication (e.g., emails, messages, requests)?
	3. Are there any communication barriers within the team?
	4. How would you rate the clarity of communication within the team?
	5. Are team members comfortable expressing their ideas and opinions?
	6. How often do team members provide updates on their progress?
<b>Collaboration Tools</b>	1. Are the collaboration tools (e.g., project management software, communication platforms) effectively utilized by the team?
	2. Do team members have access to necessary collaboration tools?
	3. Are there any obstacles in using collaboration tools effectively?
	4. How would you rate the overall efficiency of the collaboration tools used by the team?
<b>Team Dynamics</b>	1. How well do team members trust each other?
	2. Are there clear roles and responsibilities within the team?
	3. How well does the team adapt to changes and challenges?
	4. Are there any conflicts or tensions within the team?
	5. How comfortable do team members feel sharing feedback and ideas?
	6. How much camaraderie and unity exists among team members?
<b>Decision Making</b>	1. How are decisions made within the team? How clear is this to the team?
	2. Are decisions communicated clearly to all team members?
	3. Are team members involved in the decision-making process?
	4. Do team members feel their opinions are valued in decision-making?
	5. How would you rate the effectiveness of the decision-making process within the team?
	6. What changes could improve the decision-making process?
<b>Feedback &amp; Improvement</b>	1. How often does the team provide feedback to each other?
	2. How constructive and actionable is the feedback?
	3. Are there opportunities for continuous improvement within the team?
	4. How receptive are team members to feedback?
	5. How would you rate the overall feedback culture within the team?
	6. What improvements can be made to enhance collaboration within the team?

Adapted from: OpenAI. (2024). ChatGPT (3.5) [Large language model]. <https://chat.openai.com>