

Daily Work Group Checklist

	Yes	No	Comments
Did our group understand the purpose of our task?			
Did our group successfully complete the task?			
Did all members of the group share and contribute?			
Were tasks equally distributed among group members?			
Did our group use our time wisely and productively?			
Was our group able to solve problems that we encountered?			
Did we save our work in the appropriate places?			
Did we discuss a plan for next steps?			