

## Team Process Review Summary

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### Team and meeting preparation:

- Were introductions made?
- Were the core values and ground rules reviewed with the team?
- Was the agenda presented and addressed?
- Were time limits established for the agenda?
- Was an environment of warmth and comfort established?
- Was the facility choice and seating arrangement conducive to good teamwork?
- Were the needed supplies (flip charts, markers, post-it-notes, etc.) available?

### Discussion, presentation:

- Did the parent/family members speak first or second?
- Were participant presentations guided in a strength- based focus?
- Did participants present without interruption?
- Did discussion focus on pertinent domains?
- Was information clarified where necessary?
- Was technical language kept at a minimum?
- Were time limits honored?

### Focus, goals:

- Were needs and strengths clear to the team?
- Was there family direction/involvement in the establishment of goals?
- Was an environment of warmth, professionalism and competence established?
- Were goals established that are specific, attainable and relevant?
- Was there a working consensus on the needs to be addressed?
- If applicable, were personal agendas identified and explored?
- Was there an atmosphere of honesty and respect during the process of goal setting?
- Was technical language kept at a minimum?
- Were the goals tied to outcomes?

### Tasks, work-plan:

- Were parents and family members full participants in the work-plan?
- Were the tasks assigned clearly related to the goals established?
- Was the assignment of tasks agreed upon by all those present?
- Was everyone clear on who was doing what and when?

### Closing summary:

- Was there sign-off on the plan of care, if necessary?
- Was there a plan for distributing any necessary information?
- Were the next meeting dates established?
- Were meeting time limits observed?