MODULE: *Cells*

**Activity Sheet 1.9: How well did you work as a team?**

The table below shows the kinds of things good teams do. Write a few notes in the second column to describe the time your team did some of these things.

<table>
<thead>
<tr>
<th>Good teams ...</th>
<th>We did this ...</th>
</tr>
</thead>
</table>
| • take time to agree the task the team needs to do  
  • encourage everyone to share their understanding. |                  |
| • keep eyes and ears open for help from other areas  
  • admit when they are stuck! |                  |
| • make time for team meetings and make sure everyone attends  
  • learn to talk and listen to each other. Use an agenda and have a chairperson to make sure everyone gets a chance to contribute  
  • keep a record of the important decisions so that everyone knows what they have to do. |                  |
| • organise the jobs that need to be done and agree who will do what  
  • make time for team members to report back so that the knowledge is shared. |                  |
| • agree dates and times by when tasks must be finished  
  • check progress in team meetings  
  • admit if something is going to be late so that other people in the team help to solve the problem. |                  |