Group work 3: Reviewing progress

Introduction
When working as a group, it is useful to build in opportunities to review progress. This can take the form of a meeting where the members consider how things are going and if there are any issues that need addressing. Reviewing progress needs to be done in a respectful, but honest way. It will need skilful chairing, good listening skills and a focus on problem-solving.

Structuring your review
A review meeting can be based around a checklist of your choice that includes items to consider in advance of meeting. Here are some examples:

- Tasks and goals are clear and on target (YES/NO)
- Everyone gets a chance to speak (YES/NO)
- Everyone is contributing equally (YES/NO)
- Decision-making is effective (YES/NO)
- We listen to each other (YES/NO)
- Everyone is attending meetings (YES/NO)
- There is a clear record of what was agreed in meetings (YES/NO)
- We communicate clearly and listen well (YES/NO)

Group members should come prepared and if their answer to any question is ‘NO’, they should have considered possible solutions to share.

If a progress review does not resolve issues within a group, it is important to communicate this to your tutor.