PREMIUM Midterm Project Review Form

Fill out this form and submit the filled out form to your Project Mentor, at least 48 hours before the scheduled Midterm Project Review Meeting.

During this meeting, as a team you will discuss the outcomes of this form with your Project Mentor. We suggest you focus on the topics where team members indicated, “disagree”. Highlight both positive aspects and areas where as a team you could improve. By the end of the meeting, you will have made clear agreements on how to proceed working as a team. You have identified what has been working well in the team, and you have addressed what can be improved or adjusted in order to increase productivity, communication, or to adapt to the new working style or the project goals

The following statements address relevant elements for your interdisciplinary collaborative practice within your PREMIUM team. Please indicate whether you agree or disagree with each of the statements,   
and provide a **short** explanation to your answer *(use keywords that serve as a reminder for yourself during the session).*

**Purpose, Goals**

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| I feel that out project plans and goals incorporate expertise from all different disciplines represented in the group. | Agree, because: …… | Disagree, because:….. |
| I feel that our team’s goals are clear, useful and appropriate to my current academic or professional development. | Agree, because: …… | Disagree, because:….. |
| I feel that our team is supported by sufficient resources (skills, knowledge, guidance from Project Mentor and Client, time, materials, etc.). | Agree, because: …… | Disagree, because:….. |
| I feel that all team members are committed equally and/or sufficiently to the team, and have a desire to work collaboratively. | Agree, because: …… | Disagree, because:….. |
| I feel that all members of our team have a good understanding of our joint plans and goals. | Agree, because: …… | Disagree, because:….. |

**Responsibilities, Autonomy**

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| --- | --- | --- |
| I feel that all team members acknowledge each other’s skills and expertise. We divide tasks in accordance, while keeping in mind personal development goals. | Agree, because: …… | Disagree, because:….. |
| I feel that all team members assume a shared responsibility for team decisions and outcomes. | Agree, because: …… | Disagree, because:….. |
| I feel that we have a clear understanding of who in our team is responsible for which aspects of the project. | Agree, because: …… | Disagree, because:….. |
| I feel that within our team we can safely and constructively hold each other accountable for their work. | Agree, because: …… | Disagree, because:….. |
| I feel that within our team all team members can freely and safely express their opinions (to peers and Project Mentor) about the project and progress. | Agree, because: …… | Disagree, because:….. |
| I feel that our team experiences sufficient autonomy. | Agree, because: …… | Disagree, because:….. |

**Communication**

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| I feel that concerns are addressed effectively through regular team meetings and open discussions (also with Project Mentor). | Agree, because: …… | Disagree, because:….. |
| I feel that our team has developed effective communication strategies to share knowledge and progress throughout the project. | Agree, because: …… | Disagree, because:….. |
| Our team effectively uses the tools agreed upon to support communication (email, WhatsApp, etc.). | Agree, because: …… | Disagree, because:….. |
| I trust the accuracy of information reported among team members. | Agree, because: …… | Disagree, because:….. |

**Decision-making and conflict management**

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| I feel that as a team we can quickly identify and respond to a problem or issue. | Agree, because: …… | Disagree, because:….. |
| I feel that when team members disagree, all points of view are considered equally and without bias before deciding on a solution. | Agree, because: …… | Disagree, because:….. |
| I feel that disagreements and conflicts are promptly and constructively addressed. | Agree, because: …… | Disagree, because:….. |
| I feel that in our team, important decisions are agreed upon by all team members | Agree, because: …… | Disagree, because:….. |
| I feel that in our team, problems can be constructively addressed and solved without external guidance (such as from the Coach, Project Mentor or Central Management) | Agree, because: …… | Disagree, because:….. |

**Client Involvement**

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| I feel that we have sufficient meetings with the client and enough information, guidance and feedback has been provided. | Agree, because: …… | Disagree, because:….. |
| Information relevant to project planning and execution is shared with the client. | Agree, because: …… | Disagree, because:….. |
| I feel that communication with client is smooth, efficient and constructive. | Agree, because: …… | Disagree, because:….. |

**Project Mentor Involvement**

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| I feel that our Project Mentor assures/oversees that roles and responsibilities in the project are clearly and equally defined. | Agree, because: …… | Disagree, because:….. |
| I feel that our Project Mentor helps us in reaching our goals and helps to facilitate the interdisciplinary aspect of the project. | Agree, because: …… | Disagree, because:….. |
| I feel that overall communication with our Project Mentor is smooth, efficient and constructive. | Agree, because: …… | Disagree, because:….. |

**Agreements made in the Team Charter**

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| I feel that as a team, we still respect and uphold the agreements made in the Team Charter | Agree, because: …… | Disagree, because:….. |
| I feel that the agreements in the Team Charter are still in line with our goals and overall team functioning. | Agree, because: …… | Disagree, because:….. |
| I feel that the roles agreed upon in the Team Charter are respected, and they are still suitable for the team’s way of working. | Agree, because: …… | Disagree, because:….. |