

Team Feedback Sheet

Frequent, timely communication between the teams and administration is essential to the success of PLCs at Work. How will your team communicate on a regular basis with your supervisors and administrators? The “Team Feedback Sheet” is one way to facilitate two-way communication. During every team meeting, a team member takes responsibility for completing the form, either electronically or on hard copy. The feedback sheet and any products your team completes at each meeting are submitted to the department chair or building administrator overseeing the team’s work. The administrators monitor teams’ work, respond immediately to any questions or concerns, provide feedback on the products, and engage in ongoing two-way communication. Administrators can also attend team meetings, either at the team’s invitation or in response to evidence that a team is experiencing difficulty.

Team Name: _____	
Meeting Date: _____	
Team Goals: _____	

Team Members Present:	Team Members Absent (List Reason):
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Topics or Meeting Outcomes:	
Questions or Concerns:	
Administrator: _____	
Date: _____	