

HREC Ref: # **HC12040**

Observer:_____ **Date:**_____

Session #:____ **Table #:**____ **Codes:**_____

Task Management

Behaviour	Yes/No/Other	Comments
Was the task completed?		
Time to complete task (mins:secs)		
Was this within allocated time?		
If not, did team stop at timer?		
Did team plan before starting task?		
Did team use available resources?		
Was workload distributed across team?		
For jigsaw: time to realise pieces missing?		
For jigsaw: time before interacting with other group(s)? Did they initiate?		
For jigsaw: who interacts (Code#)?		
For jigsaw: were interactions cooperative? Competitive?		
For jigsaw: did members assist other groups when completed (code#)?		

Leadership/Followership

Behaviour	Yes/No/Other	Comments
Was there a leader (code#)?		
Was leader selected/default?		
Type of leadership (authoritarian, democratic, laissez-faire?)		
Did leadership change?		
Were roles allocated? (Appointed? Self-appointed?)		
Did everyone participate?		
Were people encouraging (code#)? Discouraging (code#)?		
Was there any brief/debrief/feedback by leader?		
Did some members dominate (code#)?		

Communication

Behaviour	Yes/No/Other	Comments
Did the team share information?		
Did the team use common language?		
Verbal communication? Body language? Both? (code#)s?		
Were team members polite?		

Were some members very vocal (code#)? Quiet (code#)?		
Was the team generally noisy? Quiet? Any laughter?		
Was there conflict?		
If so, how managed?		
Did the team ask questions? Of each other? Outside the team?		
Were some members very vocal (code#)? Quiet (code#)?		

Decision Making

Behaviour	Yes/No/Other	Comments
Were options identified?		
Were decisions made?		
Were decisions implemented?		
Were decisions reviewed?		

Situational Awareness

Behaviour	Yes/No/Other	Comments
Did they appear to be aware of time? Time pressure? Did they monitor time?		
Was the team aware of activities in other		

groups?		
Did the team focus on the task to exclusion of outside information?		
Did the team use information to anticipate (e.g. Changing strategy with impending time pressure)?		

Notes/Other info