1. Has everyone introduced themselves?	
2. Do you know at least one fact/ interesting piece of information about each team member?	
3. Does everyone have a copy of the group contact list?	
4. Do you know the best way to communicate with everyone (messenger, email etc.)?	
5. Have you decided on some guidelines or rules to follow as a team and does everyone have a copy of these rules?	
6. Have you set goals for your project?	
7. Is the work fairly and evenly distributed among team members?	
8. Do you have a rough timeline for the project?	
9. Have you arranged a time and location for your next meeting?	