A highly effective team:

1. Has clearly stated goals agreed upon by all team members.
2. Shares authority effectively.
3. Cooperatively distributes tasks in a fair and equitable manner.
4. Accepts shared responsibility for the outcome, regardless of who is assigned a particular task.
5. Has all members fully engaged and committed.
6. Maintains an atmosphere where all team members feel comfortable in expressing their views.
7. Is able to handle conflict without diminishing team cohesiveness or effectiveness.
8. Is aware of the team decision-making process and modifies it when necessary.