TEAM MEETING EVALUATION
Additional Handout for Leading Well with Others

(Taken from The Performance Factor, by Pat MacMillan, 2001)

	Almost Never **1**	Seldom **2**	Occasionally **3**	Fairly Often **4**	Always **5**
1. The purpose and objectives of our meetings are clearly defined before we meet.	○	○	○	○	○
2. Our meetings tend to start on time.	○	○	○	○	○
3. Our meetings tend to end on time.	○	○	○	○	○
4. Those attending have the authority necessary to make needed decisions.	○	○	○	○	○
5. We review progress during the course of our meeting.	○	○	○	○	○
6. We have agreed on a systematic process to make decisions.	○	○	○	○	○
7. The individuals who attend the meetings have to be there (e.g. to give data, make decisions etc.) and they feel the time involvement is worthwhile.	○	○	○	○	○
8. We start meetings with a clear statement of objectives.	○	○	○	○	○
9. People come prepared (e.g. completed pre-work etc.).	○	○	○	○	○
10. We stay on course and don't allow the participants to get off the subject.	○	○	○	○	○
11. Participants have a clear understanding of their roles in the meeting.	○	○	○	○	○
12. People retain interest and attention during the meeting.	○	○	○	○	○
13. We 'conserve' decisions and ideas that are generated in the meetings through effective use of minutes, memos etc.	○	○	○	○	○
14. Our meetings generally allocate the proper amount of time for the subject at hand.	○	○	○	○	○
15. We follow up and implement decisions made in our meetings.	○	○	○	○	○
16. We have a clear set of meeting ground rules that outline participant rules and responsibilities.	○	○	○	○	○

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17. Presenters for agenda items make it clear how they want us to listen (e.g. for feedback, decision-making etc.).	◯	◯	◯	◯	◯
18. If a regularly scheduled meeting is not needed, we will cancel it.	◯	◯	◯	◯	◯
19. FYI material that can be effectively communicated by memo or email is not covered at our meetings.	◯	◯	◯	◯	◯
20. Presenters make effective use of presentation tools (e.g. PowerPoint, overheads, flip charts, hand outs etc.).	◯	◯	◯	◯	◯

Scoring: assign a value of one to all marks in column 1, a two to column 2 marks and so on through column 5. Next, total your overall score which will fall somewhere between 20 and 100. How did you do?

SCORE	
Column 1	
Column 2	
Column 3	
Column 4	
Column 5	
TOTAL	

More than 80 'Excellent, I love these meetings!'

66-80 'Pretty good, but we can improve.'

51-65 'Mundane, I'll send my assistant.'

36-50 'Painful experience – just send me an email.'

20-35 'Dismally poor. Don't send me anything!'

How did other team members score this survey?

Is there an agreement on areas needing improvement?

What specific actions will you take to improve meeting effectiveness?

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