



Team Meeting Assessment

Answer the following questions about your team's meetings. Rate your meetings on a scale from 0 (Never) to 4 (Always). *Circle your answer.*

	<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Frequently</u>	<u>Always</u>
1. Everyone understands the purpose of the meeting.	0	1	2	3	4
2. Everyone is involved in the decision-making process.	0	1	2	3	4
3. Everyone is committed to the team's decisions.	0	1	2	3	4
4. Everyone speaks at our meetings. No one person dominates.	0	1	2	3	4
5. The entire team attends.	0	1	2	3	4
6. We have a stated agenda prepared ahead of time with everyone's input.	0	1	2	3	4
7. We carefully plan the order of the agenda, placing the most important items first.	0	1	2	3	4
8. We make sure the meetings are short. (Never more than 2 hours).	0	1	2	3	4
9. We meet on a regular basis. (Daily, weekly, bi-weekly, etc.).	0	1	2	3	4
10. We circulate background information or proposal papers before each meeting (and provide short summaries of very long papers).	0	1	2	3	4
11. We have a meeting facilitator (either the same person or the role shifts among members) to guide the team meeting process	0	1	2	3	4
12. The facilitator restricts his/her interventions to a minimum (listens more than talks).	0	1	2	3	4
13. Everyone listens to each other.	0	1	2	3	4
14. Everyone paraphrases to make sure they understand.	0	1	2	3	4
15. The facilitator moves the discussion forward when the team gets bogged down or off track.	0	1	2	3	4
16. Everyone understands and accepts resolutions made by the team.	0	1	2	3	4

Total This Page





Personal & Organisational Development

	<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Frequently</u>	<u>Always</u>
17. Team members are given feedback when they delay or divert the team's progress in discussion, problem-solving etc.	0	1	2	3	4
18. The team is able to reach consensus in decision-making.	0	1	2	3	4
19. The team is able to resolve issues.	0	1	2	3	4
20. Team members seek clarification if they need it.	0	1	2	3	4
21. The atmosphere in the meeting is relaxed, comfortable and informal.	0	1	2	3	4
22. Discussion is closed when it's clear a resolution has been reached.	0	1	2	3	4
23. Decisions are not postponed simply because they're difficult.	0	1	2	3	4
24. Before the end of the meeting the Facilitator gives:	0	1	2	3	4
• A brief clear summary of what has been agreed on.					
• Members are asked to confirm the actions they've committed to.	0	1	2	3	4
• A time and place are set for the next meeting.	0	1	2	3	4

	0	1	2	3	4
TOTAL					
Total of Other Pages					
Grand Total					

(A Perfect Score is 104)

