

# 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.

|   |                                                                                    | Never | Seldom | Sometimes | Frequently | Always |
|---|------------------------------------------------------------------------------------|-------|--------|-----------|------------|--------|
| 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      |

# TEAM MEETING ASSESSMENT CONT.

|    |                                                                                                                               | Never | Seldom | Sometimes | Frequently | Always |
|----|-------------------------------------------------------------------------------------------------------------------------------|-------|--------|-----------|------------|--------|
| 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 their 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      |
| 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      |

# TEAM MEETING ASSESSMENT CONT.

|    |                                                                                                                                                                                                                                                                                                | Never | Seldom | Sometimes | Frequently | Always |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|-----------|------------|--------|
| 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: <ul style="list-style-type: none"> <li>• A brief clear summary of what has been agreed on.</li> <li>• Members are asked to confirm the actions they've committed to.</li> <li>• A time and place are set for the next meeting.</li> </ul> | 0     | 1      | 2         | 3          | 4      |
|    | TOTALS                                                                                                                                                                                                                                                                                         |       |        |           |            |        |

Grand Total =

**A perfect score is 104**