

## Meeting Assessment

### 1. Goals

1	2	3	4	5
Confused, conflicted, indifferent, little interest				Clear to all; shared by all; all have adequate internal commitment

### 2.a) Participation

1	2	3	4	5
Some dominate, some passive				Responsibility shared by all

### 2.b) Participation – Climate

1	2	3	4	5
Several talk at once; interrupt; people not listening				Listening for understanding; curious. All are heard from.

### 3.a) Feelings

1	2	3	4	5
Not expressed				Freely expressed, in the moment

### 3.b) Feelings

1	2	3	4	5
Dismissed, ignored, avoided, criticized				Acknowledged, respected. Individuals responsible for own feelings. Feelings do not control outcome or climate.

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### 4. Problem-Solving

1	2	3	4	5
Jump to solutions; treat symptoms; inadequate assessment/evaluation; little or no valid data				Solutions arise from valid and useful information; remedies address basic causes

### 5.a) Leadership

1	2	3	4	5
Group depends on single person or a few persons				As needs for leadership arise, various members meet them; ideas, suggestions, direction may come from anyone.

### 5.b) Leadership – Chair

1	2	3	4	5
Chair is over or under-controlling				Chair keeps things moving; provides structure for decisions, participation, pays attention to and managed group energy

### 6.a) Decisions

1	2	3	4	5
Made with low group investment/commitment— keep revisiting decisions, fail to implement.				High commitment/investment. Group is able to move forward.

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### 6.b) Decisions—Process

1	2	3	4	5
Unclear who has decision rights and when those rights are exercised				Ownership of decision rights and when exercised clear and widely understood

### 7. Trust Levels

1	2	3	4	5
Members are polite, careful, closed, guarded. Listen superficially but inwardly reject what others say. Are afraid to criticize openly or be criticized. Don't share thoughts or feelings in the present.				Members share feelings/thoughts about what is happening in the present; reasonably comfortable with disagreement— don't fear reprisal or have excessive anxiety about others' feelings