

Team Meeting Assessment

Steps: 1. All members of the group complete the assessment; 2. Put the results on newsprint in front of the group; 3. Discuss and explore; 4. Identify an area to work at improving or something the team does well that can be expanded and built upon.

1. We had clear meeting objectives - knew what we were trying to accomplish in this meeting

2. We met our meeting objectives

3. Participation – all were able to fully participate in a way that fit the needs of the meeting and individual working styles

4. We made use of a team decision-making tool/method, e.g., Brainstorming & Prioritizing, Force Field Analysis (FFA), SWOT, Testing Process, etc.

5. We effectively used newsprint or easels & pads – kept ideas visible

6. The meeting was well designed -- for participation, time use, outcomes

7. The space was used in a manner that allowed us to see each other and the work space

8. I felt free to express my feelings and ideas

9. Communication in the meeting was open, authentic and productive

10. There was a respect for differences of working style and opinions in the meeting

11. Other (something the team wants to assess in its meetings):

Comments: