

Team Meeting Assessment



Directions: Have each team member complete the assessment individually and then combine the score of all team members to develop a composite. Use the composite score to discuss the team's strengths and areas needing improvement.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
STRUCTURE					
All the correct people attend the meetings.	5	4	3	2	1
All the correct materials are prepared in a timely fashion for the meetings.	5	4	3	2	1
The meetings begin and end on time.	5	4	3	2	1
The agenda is prepared and distributed in advance of the meeting.	5	4	3	2	1
There is a facilitator, scribe, process observer and timekeeper for all meetings.	5	4	3	2	1
Roles are rotated to share responsibility equally among team members.	5	4	3	2	1
People come to the meeting with a clear idea of the meeting's purpose.	5	4	3	2	1
People come to the meeting having prepared/read the materials required.	5	4	3	2	1
Established time limits are set for each item on the agenda.	5	4	3	2	1
The meeting is run efficiently.	5	4	3	2	1
The team sticks to the agenda.	5	4	3	2	1
An effective format is used to generate discussion and dialogue.	5	4	3	2	1
Objectives, determined in advance, are achieved by the end of the meeting.	5	4	3	2	1
All parties leave the meeting knowing what was accomplished.	5	4	3	2	1
All parties leave the meeting knowing what is expected of them in the future.	5	4	3	2	1
People do not come and go during the meeting.	5	4	3	2	1
Meeting minutes are distributed in a timely fashion after the meeting.	5	4	3	2	1
A process observer is authorized to intervene if the team process is faltering.	5	4	3	2	1
The majority of time is spent on planning and problem solving rather than information sharing.	5	4	3	2	1
total score: _____ ÷ 19 = _____					

FACILITATION

Effective facilitation occurs to help the team establish meaningful goals.	5	4	3	2	1
Effective facilitation occurs to assess team needs.	5	4	3	2	1
Group decision-making is facilitated in order to achieve consensus.	5	4	3	2	1

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The facilitator maintains a productive climate.	5	4	3	2	1
The facilitator maintains control of the meeting.	5	4	3	2	1
The facilitator encourages and structures participation.	5	4	3	2	1
The facilitator gives or gets clarification of vague statements.	5	4	3	2	1
The facilitator discourages generalizations.	5	4	3	2	1
The facilitator protects minority opinions.	5	4	3	2	1
The facilitator keeps participants on the subject.	5	4	3	2	1
total score: _____ ÷ 10 = _____					

DECISION-MAKING

The team is clear about its authority to make decisions.	5	4	3	2	1
The team determines how decisions will be made at the meeting.	5	4	3	2	1
If decisions are made by consensus, true consensus is achieved.	5	4	3	2	1
The agenda identifies the outcomes desired for each item, including those that require a decision.	5	4	3	2	1
The team recognizes that people have different ways of processing information and reaching decisions.	5	4	3	2	1
The team values the differences of members during the decision-making process.	5	4	3	2	1
The team does not show impatience during decision making, when the process takes longer than expected.	5	4	3	2	1
The team members do not go along with decisions just to avoid conflict.	5	4	3	2	1
total score: _____ ÷ 8 = _____					

INFLUENCE

All viewpoints are encouraged.	5	4	3	2	1
People raise questions and concerns that are appropriate.	5	4	3	2	1
People are comfortable airing their views.	5	4	3	2	1
No one monopolizes the discussion.	5	4	3	2	1
Differing viewpoints are explored without interruption.	5	4	3	2	1
Team members feel comfortable thinking independently and do not look to other team members for how to decide.	5	4	3	2	1
total score: _____ ÷ 6 = _____					

PROBLEM-SOLVING

The group spends time listening to discussion before seeking solutions.	5	4	3	2	1
The group suggests solutions to a problem after thoroughly examining the possible causes.	5	4	3	2	1
The same problems do not come up time after time.	5	4	3	2	1
Time is spent gathering information before creating solutions.	5	4	3	2	1
total score: _____ ÷ 4 = _____					

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
OPENNESS					
Group members are not afraid to speak their mind.	5	4	3	2	1
Digressions and repetitions are avoided.	5	4	3	2	1
Disagreement or discord is openly discussed.	5	4	3	2	1
Disagreement or discord is effectively resolved.	5	4	3	2	1
Individuals are never subject to personal attack.	5	4	3	2	1
No one talks (triangles) outside the meeting about the meeting.	5	4	3	2	1
total score: _____ ÷ 6 = _____					

CONTROL

Control is exerted, either by members or a process observer, over the following behaviors:

Chatting	5	4	3	2	1
Displaying superiority	5	4	3	2	1
Repetition of points	5	4	3	2	1
Displaying anger	5	4	3	2	1
Automatic doubting	5	4	3	2	1
Interrupting	5	4	3	2	1
Interpreting for others	5	4	3	2	1
Negative body language	5	4	3	2	1
Doodling and other displays of disinterest	5	4	3	2	1
Side conversations	5	4	3	2	1
Cross-talk	5	4	3	2	1
total score: _____ ÷ 11 = _____					

TEAM COMPOSITE

Team Member Scores

CATEGORY									Group Total	Group Average
Structure										
Facilitation										
Decision-Making										
Influence										
Problem-Solving										
Openness										
Control										