

Meeting Review

Meeting Review Element		Score / Comment		
Preparation: Agenda, papers, attendees, action plan updated <ul style="list-style-type: none"> • Agenda received at least 48 hours prior with clear context, purpose and specified outcomes identified • All addition work papers distributed in good time to prepare (48 hours) • All the required participants attended the meeting • All participants were prepared • Previous action plan items updated prior to meeting 				
Team Leader contribution, including giving and getting feedback <ul style="list-style-type: none"> • Context, Purpose for the meeting and agenda items were clear • Meeting stayed on track and to time constraints • Contributions by all were enabled; adequate time to question, debate, and review but kept to the point. Differences were constructively managed in a fair and open manner. • Discussions and next steps are clear 				
Team Member contribution, including giving and getting feedback <ul style="list-style-type: none"> • Open and productive dialogue was used and accepted by all (e.g. seeking to clarify/understand); Level of discussion and contribution was high • Respectful of others • Discussions centered on issues that clearly belong in this meeting • Completed tasks assigned by due date from previous meeting(s) • Meeting stayed on track and to time constraints 				
Process & Content <ul style="list-style-type: none"> • Discussion topics were appropriate and timely for this meeting • Priorities are reflected in agenda, discussion, and action plans • Clear decisions were made and recorded • Tasks are clearly assigned (Quantity, Quality, Resources, Timing) and members held to account for completion of previous tasks • A review of the meeting was held and actions noted for improvement • All speak with one voice going forward 				
Overall Meeting Effectiveness:				
Improvement Plan Items:				
Score:	1	2	3	4
	Did not meet my expectations	Partly met my expectations	Met my expectations	Exceeded my expectations