

Meeting Effectiveness Feedback Tool

Note: Use this to gain baseline assessment and post feedback for fine tuning

Feedback is the real *breakfast of champions*. Please take a moment to provide the leader feedback on this meeting.

STEP ONE - List the two things that would most help this meeting to be better next time:

Helpful – Keep Doing

Why helpful?

Not so Helpful – Change, Do Less of

Is there a useful alternative?

STEP TWO - Rating Today's Meeting

Process and Content Evaluation

Rate by circling number

Rating Scales

Y = Yes N = No ? = Not Sure

1. I felt the meeting started on time
2. I think the right people were in attendance
3. I received a clear written meeting agenda
4. The desired outcome(s) were clearly stated

Y	N	?
Y	N	?
Y	N	?
Y	N	?

	Not Really				Fully				
5. We stayed focused on the agenda items	1	2	3	4	5	6	7	NA	
6. We had appropriate handouts and background info.	1	2	3	4	5	6	7	NA	
7. Everyone came prepared	1	2	3	4	5	6	7	NA	
8. There was appropriate discussion and interaction	1	2	3	4	5	6	7	NA	
9. All participants contributed – no one held back	1	2	3	4	5	6	7	NA	
10. We had good ideas and solutions	1	2	3	4	5	6	7	NA	
11. Clear actions and next steps were identified	1	2	3	4	5	6	7	NA	
12. The meeting stayed on track and followed the type – we avoided the “meeting within a meeting” syndrome	1	2	3	4	5	6	7	NA	

STEP THREE - How effective was this meeting in accomplishing the stated goals and outcomes:

Was Not		A Little		Somewhat		Mostly		Fully	
1	2	3	4	5	6	7	8	9	10