**EFFECTIVE TEAM MEETINGS – OUTCOMES TEMPLATE**

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| **Question** | **Team response** | **Can we improve this? How? What has been agreed?** |
| **Do we meet enough/at all as a team? Why/why not?** |  |  |
| **Do we have/need a regular meeting where we reflect on how we work as a team?** |  |  |
| **What issues/items should be discussed at meetings where we have time to reflect on how we work and how can we ensure this meeting would work for everyone on the team?** |  |  |
| **How can we plan and structure our meeting to ensure it is productive and efficiently run?** |  |  |

**Meeting Evaluation Checklist From the Holden Leadership Center, University of Oregon** <http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings>

**Meeting Evaluation Checklist**

1. **The meeting was well planned**

* Members were notified in advance
* There was a pre-arranged agenda
* Officers and committees were ready to report
* The meeting room was pre-arranged

1. **The meeting was well organized**

* The meeting started on time
* Guests were introduced and welcomed
* Agendas were available for all members
* The purposes for the meeting were made clear
* There was a transition from the last meeting
* One topic was discussed at a time
* One person has the floor at a time
* Discussion was relevant
* The chairperson summarized the main points of the discussion
* The meeting moved along at a workable pace
* Committee assignments were complete and clear
* Plans for the next meeting were announced
* All that was planned for the meeting was covered

1. **Participation in the meeting**

* Members participated in discussion and voting
* The chairperson made good use of questions
* The pros and cons of all issues were considered
* Members gave suggestions to committees
* Responsibilities were evenly distributed
* Members participated in planning the agenda for the next meeting

1. **The value of the meeting**

* Progress was made toward goals
* Something was learned

1. **Attitude of the meeting**

* Attendance was good
* Everyone present was on time
* Members knew one another
* There was a "warm up" period before the meeting
* There was some humour during the meeting
* Members and facilitators/chairs helped one another when needed
* There was an atmosphere of free expression