

MEETING Effectiveness Scorecard

Evaluator Name: _____ Meeting: _____ Date: _____

Meeting Behavior/Expectation	Yes or No	Comments/Notes	Effectiveness could have been increased if.....
1. Did the meeting have a realistic agenda ?			
2. Was the Purpose of the meeting clear and did the discussion stay on topic?			
3. Did the meeting start on time ?			
4. Was a Quorum verified? (Required people present?)			
5. Was the safety message effective ? (Did the presenter make it applicable and meaningful?)			
6. Were the Action items clearly summarized at the end of the meeting? <i>Who will do what by when?</i>			
7. Did the Meeting end 10 min. before the hour for one hr. meeting and 5 min. before the half hour for 30 min meeting?			
8. Did this meeting conflict with another meeting?			
9. Were participants actively engaged with an appropriate level of dialogue and discussion ? (i.e. no vacationers)			
10. Did participants appropriately challenge each other?			
11. Could I have delegated this meeting to someone else or skipped it with zero impact to me/my team?			
I provided coaching during &/or after the meeting on:			
As a result of this meeting, I will do more of/less of (describe) :			
On a scale of 1 to 10 (10 = highly effective meeting where I learned valuable information which will cause me/my team to behave differently in driving positive business outcomes, 1 = meeting was a waste of my time) I would score this meeting as a: _____			