

Meeting Quiz

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If you want to check your meeting muscle out take the following quiz (adapted from a tool developed at Penn State University to help them evaluate their meetings). Evaluate the meetings with the intent of improving future meetings. Ask yourselves the following as a team (or you as a member).

Meeting setup, room and prep work:

- Was the purpose of the meeting clear?
- Was there an agenda?
- Did the meeting start on-time?
- Did everyone show up who was supposed to be there or did they communicate their absence?
- Were people introduced who were not know to the rest of the team?
- Was food, coffee and soft drinks served. Was that choice appropriate?
- Did the setup (including outside noise, temperature, lighting, etc.) of the room help or hinder the meeting process?
- Could the room set up, logistics, location be improved for meetings?

Meeting etiquette

- Did people do homework from last meeting?
- Did people who made promises at the last meeting fulfill them?
- Were there people who dominated the discussion? (Did the leader shut them up in a positive way?)
- Were there people who did not contribute? (and were they encouraged?)
- Were any off-board conversations managed?
- Did the group help to suspend judgment and explore alternatives?

- Did the group use conflict in a positive way to differentiate ideas?
- Was jumping to conclusions allowed?
- Did the team leader document the interaction when the process seemed ineffective?
- Did the group work toward consensus?
- Did the meeting end on time?
- Were all the agenda items covered?

Follow up

- Were notes or minutes taken and distributed within 24 hours?
- Did the group insist on action commitments (what is to be done, by when and who)?
- Did the group identify a follow-up process?

Interested in more information to improve your meetings? Get our new book "10 Minutes a Week to Great Meetings" <http://www.MaintenanceTraining.com> just click shop then books.

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