



# Meeting Effectiveness Survey

**Instructions:** Please give your candid opinions of the meetings you attended as part of this group. Rate the characteristics of the meetings by circling the appropriate number on each scale to represent your evaluation. Remain anonymous. Return the survey to your group facilitator. *Remember, you are rating the meetings of this group.*

## 1. COMMUNICATION

Are agendas circulated to all members in advance of the meeting?

1	2	3	4	5	6	7
Agendas are rarely circulated in advance				Agendas are always circulated in advance		

## 2. START TIMES

Do meetings start on time?

1	2	3	4	5	6	7
Meetings hardly ever start on time				Meetings always start on time		

## 3. MEETING REVIEW

Are action items from the previous meeting(s) reviewed?

1	2	3	4	5	6	7
Items are seldom reviewed				Items are always reviewed		

## 4. WARM-UP

Is there a meeting warm-up?

1	2	3	4	5	6	7
We rarely have a meeting warm-up				We always have a meeting warm-up		



## 5. ROLE CLARITY

Are roles (i.e. timekeeper, scribe, facilitator) made clear?

1	2	3	4	5	6	7
Roles are not identified						Roles are always clearly defined

## 6. LEADERSHIP

Does one person make all the decisions, or is there a sharing of authority?

1	2	3	4	5	6	7
One person makes most decisions						Authority is shared

## 7. TRACKING

Do meetings stay on track and follow the agenda?

1	2	3	4	5	6	7
Meetings usually stray off track						Meetings usually stay on track

## 8. RECORD KEEPING

Are quality minutes kept and circulated?

1	2	3	4	5	6	7
Yes, they are						No, they are not

## 9. FOLLOW-UP

Is there consistent follow-up to commitments made at meetings?

1	2	3	4	5	6	7
We tend not to follow up well						There is consistent follow-up