

10-ITEM TEAM MEETING EVALUATION

CIRCLE ONE NUMBER FOR EACH STATEMENT	Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree
1. I had the right information to prepare for and contribute to our meeting.	1	2	3	4	5
2. Our meeting started on time.	1	2	3	4	5
3. Our meeting ended on time.	1	2	3	4	5
4. The Chair facilitated an inclusive and valuable discussion of our agenda items.	1	2	3	4	5
5. The way we met as a team (FTF, Zoom, other technology, etc.) was appropriate for the meeting's objectives.	1	2	3	4	5
6. We stayed focused on our agenda items during our meeting.	1	2	3	4	5
7. Our planned outcomes from this meeting were met.	1	2	3	4	5
8. Action items along with clear dates and assigned responsibilities were clarified at the end of the meeting.	1	2	3	4	5
9. I'm leaving the meeting clear about what I need to do for our team to be effective moving forward.	1	2	3	4	5
10. The Chair led a debrief of our meeting for what we did well, what we didn't and what we could improve for next time.	1	2	3	4	5

One thing that would have made the meeting more effective: _____