

# Meeting Evaluation

## Patrick Sanaghan(2012)

Meetings are at the very heart of a team's ongoing life. Exceptional teams conduct highly effective meetings, consistently. One of the most effective protocols they follow is the regular and *anonymous* assessment of the effectiveness of their team meetings.

The following five questions are all you need to obtain the information you need to continue to improve your meetings.

- 1. On a scale of 1-10 (1 being poor, 5 average and 10 excellent) how would rate today's team meeting?**
- 2. How involved did you feel? Once again, on a scale of 1-10?**  
(You want to make sure that people feel involved psychologically and intellectually in all team meetings)
- 3. What did you like most about the team meeting?**
- 4. What did you like least?** (*No personal feedback e.g. Pat talked way too much; rather certain individuals seem to be dominating discussions*)
- 5. Any advice, suggestions, remarks?** (This gives participants free reign to talk about what they liked about the meeting, ideas to improve future meetings, etc.)

It only takes a few minutes to answer the five focus questions and it will be well worth everyone's time. Publish the anonymous remarks as part of the meeting minutes as soon as possible.

If you can commit to doing this kind of evaluation *over time*, listening to the results and incorporating the anonymous feedback, you will create outstanding meetings.

By evaluating your meetings, you communicate several things to everyone on the team:

1. That their ideas, feedback, advice are valued and can make a difference
2. That the team is committed to learning and ongoing feedback is an important process in the learning journey
3. Continuous improvement is a team “norm” and a practical guiding principle