

Annual Meeting Assessment 1

	Very Low			Very High		
	1	2	3	4	5	6
1. We had clear meeting objectives; knew what we were trying to accomplish in this meeting						
2. We made good progress on our meeting objectives						
3. Participation – all were able to fully participate; all were listened to						
4. Feelings freely expressed; empathetic responses; felt free to express my feelings and ideas						
5. We effectively used newsprint						
6. The meeting was well designed						
7. The space was used in a manner that allowed us to see each other and the work space						
8. Communication in the meeting was open, authentic and productive						
9. There was a respect for differences of working style and opinions in the meeting						
10. Other (something the team wants to assess in its meetings): _____						
11.						

Process: 1. All fill in; 2. Put results on newsprint in front; 3. Discuss; 4. Identify an area to work at improving