



## MEETING EFFECTIVENESS INDEX

Category	#	Element	Rating	Explain your reasons
<b>Alignment</b>	1	Is there an agreed meeting purpose and is it stated as a clear outcome?		
<b>Meeting Ground Rules</b>	2	Is meeting preparation defined in advance and completed prior to the meeting?		
	3	Is the agenda and timing clearly defined and followed?		
	4	Are meeting ground rules tailored to the task at hand?		
<b>Playing to Strengths</b>	5	Are meeting roles explicitly aligned with individual strengths?		
	6	Are actions items assigned based on individual strengths as well as job-specific expertise?		
<b>Decision Making &amp; Conflict Resolution</b>	7	Is an explicit decision making methodology identified?		
	8	Is there full participation in which minority views are expressed and differences in opinions openly discussed?		
<b>Feedback &amp; Learning</b>	9	Are periodic and end-of-meeting checks done where appropriate?		
<b>Visual Management</b>	10	Is visual management used for all meetings to record relevant information?		
<b>OVERALL RATING</b>				