

MEETING EFFECTIVENESS SCORECARD

Use this scorecard after each meeting to quickly evaluate its effectiveness and identify areas for improvement. Reflect individually or discuss collectively as a team to foster continuous improvement and maximize meeting productivity.

SCORING

1: Poor | 2: Fair | 3: Good | 4: Very Good | 5: Excellent

	1.	Clarity of Purpose: Was the objective of the meeting clear to all participants?
	2.	Meeting Preparation: Were materials and agenda distributed timely and adequately before the meeting?
	3.	Participant Engagement: Did all participants actively contribute and engage in the discussion?
	4.	Psychological Safety: Did participants feel comfortable expressing honest opinions and raising difficult issues openly?
	5.	Inclusivity and Diverse Perspectives: Were diverse viewpoints actively encouraged and integrated into discussions?
	6.	Time Management: Did the meeting start and end on time? Was time managed effectively during the meeting?
	7.	Effective Decision-Making: Were clear decisions made, or was progress achieved on meeting objectives?
	8.	Accountability and Follow-up: Were next steps clearly assigned with deadlines and accountability?
	9.	Conflict and Discussion Management: Was conflict addressed constructively? Did discussions remain solution-focused?
	10.	Facilitation Effectiveness: Was the meeting facilitator effective in guiding discussions, managing contributions, and keeping conversations focused?
	11.	Technology and Logistics: Were the technology tools, virtual platforms, or physical meeting arrangements effective and seamless?
	12.	Overall Productivity: Was the meeting productive and a good use of participants' time?
/60	TOTAL	

REFLECT AND IMPROVE

<p>What worked well during the meeting?</p>	
<p>What could be improved for future meetings?</p>	
<p>Specific actions to enhance meeting effectiveness next time?</p>	1.
	2.
	3.