

Meeting Observation Checklist

AREA BEING ASSESSED	NOTES
<p><u>THE WHAT (CONTENT AND STRUCTURE)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Does meeting start on time? <input type="checkbox"/> Is there a published agenda? <input type="checkbox"/> Is the agenda sent out ahead of time? <input type="checkbox"/> Are the most important items on the agenda first? <input type="checkbox"/> Did people prepare for the meeting? What did they do? <input type="checkbox"/> Does the team follow shared norms? 	
<p><u>THE HOW (RELATIONSHIPS AND DYNAMICS)</u></p> <p>Dialogue and Discussion Dynamics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are all team members engaged and participating? <input type="checkbox"/> Does the team go beyond information sharing in its dialogue? <input type="checkbox"/> Do team members challenge each other? <input type="checkbox"/> Do team members ask each other about their areas? <input type="checkbox"/> Do people express differences of opinions, even when unpopular? <p>Decision Making Dynamics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the team focused on agreement or commitment? <input type="checkbox"/> How does the collective style of the group impact problem solving and decision making? <input type="checkbox"/> Is the team closing out on decisions? <input type="checkbox"/> Are decisions and actions summarized at the end of the meeting? <p>General Dynamics of Team</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do people generally respect each other, enjoy each others' presence, act as colleagues? <input type="checkbox"/> Are there signs of trust – asking for help, offering help, apologizing, being vulnerable? <input type="checkbox"/> Do they act like a first team? Focused on overall goals versus individual responsibilities, agendas, and egos. <input type="checkbox"/> What individual habits impact conversation (laughing, exaggerated words, body language and reactions, rambling, too many stories/examples, etc.)? <p>Leader Dynamics</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is the leader doing to encourage discussion? <input type="checkbox"/> What is the leader doing to blunt conversation? 	