

## Facilitating Effective Meetings

### Characteristics of an Effective Meeting

Check those statements that apply to meetings you normally conduct or attend:

- 1. An agenda is prepared prior to the meeting.
- 2. Meeting participants have an opportunity to contribute to the agenda.
- 3. Advance notice of meeting time and place is provided to those invited.
- 4. Meeting facilities are comfortable and adequate for the number of participants.
- 5. The meeting begins on time.
- 6. The meeting has a scheduled ending time.
- 7. The use of time is monitored throughout the meeting.
- 8. Everyone has an opportunity to present his or her point of view
- 9. Participants listen attentively to each other.
- 10. There are periodic summaries as the meeting progresses.
- 11. No one tends to dominate the discussion.
- 12. Everyone had a voice in decisions made at the meeting.
- 13. The meeting typically ends with a summary of accomplishments.
- 14. The meeting is periodically evaluated by participants.
- 15. People can be depended upon to carry out any action agreed to during the meeting.
- 16. A memorandum of discussion or minutes of the meeting provided to each participant following the meeting.
- 17. The meeting leader follows up with participants on action agreed to during the meeting.
- 18. The appropriate and necessary people can be counted on to attend each meeting.
- 19. The decision process used is appropriate for the size of the group.
- 20. When used, audiovisual equipment is in good working condition and does not detract from the meeting.

Number of Statements Checked \_\_\_\_\_x5= \_\_\_\_\_ Meeting Score

**A score of 80 or more indicates you attended a high percentage of quality meetings.**

**A score below 60 suggests work is required to improve the quality of meetings you attend.**

**Directions:** Answer the following questions at the after you have observed the class meeting.

1. List three things you think went well during the meeting. Give an explanation for each.

2. What are two aspects of the meeting that can be improved upon? Explain.

3. After observing another class meeting, what improvements can you make to your own class meetings?