

EFFECTIVENESS OF TEAM MEETING

<p>Please use the scale provided to rate the project team meeting:</p> <p style="margin-left: 40px;"> 1 = Significant Improvement Required 2 = Some Improvement Required 3 = Sufficient 4 = Valuable 5 = Extremely Valuable </p>					
	1	2	3	4	5
1. Clarity of meeting goals					
2. Clarity of meeting agenda					
3. Time devoted to each agenda item					
4. Ability to participate					
5. Ability to understand others' views					
6. Ability to interact with other team members					
7. Materials presented					
8. Decisions reached					
9. Action items presented					
10. Importance of meeting to overall project work					
Overall Meeting Effectiveness					