



Meeting Effectiveness Inventory*

Date: _____

Please answer the following questions about the meeting in which you just participated.

1. Meeting Goals

| | | | | |
|---|-------------|---------------------|-------------|---|
| Poor (unclear, diffuse, conflicting, unacceptable) | Fair | Satisfactory | Good | Excellent (clear, shared by all, endorsed with enthusiasm) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

2. Meeting Participation Level

| | | | | |
|---|-------------|---------------------|-------------|---|
| Poor (people seemed bored or distracted, lack of verbal participation) | Fair | Satisfactory | Good | Excellent (all paid attention, all participated in discussion) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

3. Meeting Leadership

| | | | | |
|---|-------------|---------------------|-------------|---|
| Poor (group need for leadership not met) | Fair | Satisfactory | Good | Excellent (clear, sense of direction was provided) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

4. Decision Making Process

| | | | | |
|---|-------------|---------------------|-------------|--|
| Poor (decisions were dominated by a few) | Fair | Satisfactory | Good | Excellent (everyone took part in decision making) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

5. Interaction among Meeting Participants

| | | | | |
|---|-------------|---------------------|-------------|---|
| Poor (antagonistic toward each other) | Fair | Satisfactory | Good | Excellent (members trusted and worked well with others) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

6. Problem Solving/Conflict Resolution

| | | | | | |
|--|-------------|---------------------|-------------|--|------------------------------|
| Poor (problems/conflicts not resolved) | Fair | Satisfactory | Good | Excellent (problems/conflicts were resolved) | There was no conflict |
| 1 | 2 | 3 | 4 | 5 | 6 |

Comments:

7. Meeting Organization

| | | | | |
|---|-------------|---------------------|-------------|--|
| Poor (chaotic, poorly organized) | Fair | Satisfactory | Good | Excellent (well organized, all went smoothly) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

8. Meeting Usefulness

| | | | | |
|---|-------------|---------------------|-------------|--|
| Poor (not much accomplished, wasted too much time) | Fair | Satisfactory | Good | Excellent (much accomplished, good use of time) |
| 1 | 2 | 3 | 4 | 5 |

Comments:

*Adapted from "Appendix I—Meeting Effectiveness Inventory," in *Getting to Outcomes: Volume II—Training Tools and References*, June 2000, Appendix I, by National Center for the Advancement of Prevention and Center for Substance Abuse Prevention. Rockville, MD: Substance Abuse and Mental Health Services Administration.