


TEAM MEETINGS EVALUATION

Developed by
Centre for Language & Academic Skills (CLAS) with
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To recognize, acknowledge and potentially improve team communication, and make effective use of meeting time.

Data Collection: Team decision. <i>A few minutes, anytime prior to the meeting.</i>
Assign an observer and moderator per meeting. Select a different member per week for these roles.
Meeting Goals: Team discussion. [5-10 minutes]. <i>Any time prior to the meeting.</i>
Before the team meeting, formulate meeting goals as a team: <ul style="list-style-type: none">▪ Make sure the meeting goals are formulated in alignment with project goals, timeline and in a SMART way.▪ Maintaining an agenda can be useful to keep track of and recollect meetings items.
Meeting Observation & Moderation. <i>During the meeting.</i>
The moderator picks a few relevant questions from the appendix to guide meeting discussions and reflects on some questions to include in the moderator notes. The appendix outlines questions based on the McClelland's Model.  <i>Refer to McClelland's model on content, process and relation on Brightspace.</i> During the meeting the observer keeps track of meeting interactions based on one or two of the following prompts per week: <ul style="list-style-type: none">▪ Contribution of ideas▪ Facilitating others to contribute▪ Useful and disruptive interruptions▪ Criticizing person rather than idea▪ Instances and quality of argumentation and reasoning
Meeting Effectiveness: Team discussion. [5-10 minutes]. <i>Beginning of the meeting.</i>
At the beginning of the next meeting the observer and moderator must share their experience. As a group also discuss any improvements, you'd like to make yourself, or if you have any polite and kind suggestions for team members. <ul style="list-style-type: none">▪ Describe to which extent the previously set team/ project goals have been reached. If a goal has not been reached, describe why.▪ Describe suggestions to make team meetings more effective.
Documentation & Submission (When included in course deliverables)
<ul style="list-style-type: none">➔ Before the next meeting submit observer notes on BrightSpace.➔ Submit moderator notes and points of improvement on Brightspace.

Appendix

Evaluation questions for moderator

Content (WHAT)	Process (WAY)	Relation (HOW)
<i>Address during the meeting</i>	<i>Reflect after the meeting</i>	<i>Reflect after the meeting</i>
Is the agenda clear?	Was the meeting overall constructive?	Was everyone involved?
Are action points clear?	Were the meeting goals achieved?	Did everyone listen to each other?
Does everyone know what to do?	Was there enough time?	Did everyone in the group get along well?
What is overall quality of content?	How was the size of the group?	How did you feel during the meeting?
Are facts & arguments clear?	Are notes/ actions a good representation?	How did the participants interact?