

Team Meeting Observation Form

This Team Meeting Observation Form provides you with a set of factors that can be evaluated to determine how well a team functions. The form is divided into the following five topic areas: Communication, Team Processes, Ownership/Morale, Leadership, and Results.

Directions

The form includes a series of statements, each followed by a five-point scale. Circle the number which most closely fits with your evaluation of the team you are observing. After observing this team meeting:

NA Not Applicable	1 I strongly disagree with the statement	2 I disagree with the statement	3 I agree with the statement	4 I strongly agree with the statement
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There may be a question or two in each section that is open-ended for comments regarding the factors being observed.

TEAM PROCESSES

1. All members are present.	NO	YES			
2. All members are active participants.	NA	1	2	3	4
3. The meeting setting encourages participation and interactions.	NA	1	2	3	4
4. The meeting starts on time.	NA	1	2	3	4
5. The team stays on the agenda.	NA	1	2	3	4
6. Ground rules are reviewed or posted and followed.	NA	1	2	3	4
7. An agreed upon decision-making or problem-solving method is used.	NA	1	2	3	4
8. Members understand and use team roles and tools correctly.	NA	1	2	3	4
9. The group checks for consensus before making decisions.	NA	1	2	3	4
10. The meeting ends on time.	NA	1	2	3	4

COMMUNICATION

1. Communication is directed to the whole team, not to one or selected members.	NA	1	2	3	4
2. Team members are open and say what they think..	NA	1	2	3	4
3. The team addresses conflict rather than ignores it.	NA	1	2	3	4
4. Team members refrain from interrupting each other.	NA	1	2	3	4
5. Team members encourage and support each other.	NA	1	2	3	4
6. Team members listen to each other.	NA	1	2	3	4

LEADERSHIP

1. Team members take on different roles and responsibilities in the meeting.	NA	1	2	3	4
2. The team leader ensures that task assignments are evenly distributed.	NA	1	2	3	4
3. Team members give recognition and feedback to each other.	NA	1	2	3	4

RESULTS

1. The team is updated on results of actions taken on problems previously discussed.	NA	1	2	3	4
2. The team is focused on improving the business. (Strategic Initiative)	NA	1	2	3	4
3. The objectives of the meeting are accomplished.	NA	1	2	3	4

OWNERSHIP/MORALE

1. Team members are willing to take on assignments for the team.	NA	1	2	3	4
2. Team members have followed up on action items from previous meetings.	NA	1	2	3	4
3. Team members actively support team decisions.	NA	1	2	3	4

Meeting Observation Scores

Instructions:

Add total points in each factor and divide by the number of applicable items.

TEAM PROCESSES:

Score _____

Comments:

COMMUNICATION:

Score _____

Comments:

LEADERSHIP:

Score _____

Comments:

RESULTS:

Score _____

Comments:

OWNERSHIP/MORALE:

Score _____

Comments: