



# Meeting Observation Checklist

Area Being Assesed		Notes
<b>THE WHAT (Content and Structure)</b>		
	Does meeting start on time?	
	Is there a published agenda?	
	Is the agenda sent out ahead of time?	
	Are the most important items on the agenda first?	
	Did people prepare for the meeting? What did they do?	
	Does the team follow shared norms?	
<b>THE HOW (Relationships and Dynamics)</b>		
<b>Dialogue and Discussion Dynamics</b>		
	Are all team members engaged and participating?	
	Does the team go beyond information sharing in its dialogue?	
	Do team members challenge each other?	
	Do team members ask each other about their areas?	
	Do people express differences of opinions, even when unpopular?	
<b>Decision Making Dynamics</b>		
	Is the team focused on agreement or commitment?	
	How does the collective style of the group impact problem solving and decision making?	
	Is the team closing out on decisions?	
	Are decisions and actions summarized at the end of the meeting?	
<b>General Dynamics of Team</b>		
	Do people generally respect each other, enjoy each others' presence, act as colleagues?	
	Are there signs of trust—asking for help, offering help, apologizing, being vulnerable?	
	Do they act like a first team?	
	Focused on overall goals versus individual responsibilities, agendas, and egos.	
	What individual habits impact conversation (laughing, exaggerated words, body language and reactions, rambling, too many stories/examples, etc.)?	
<b>Leader Dynamics</b>		
	What is the leader doing to encourage discussion?	
	What is the leader doing to blunt conversation?	

## COACHMETRIX

info@coachmetrix.com