MEETING EFFECTIVENESS INVENTORY (MEI)

Please answer the following questions about this meeting. Feel free to add comments.

TYPE OF MEETING: (circle one) Consortium Work Group
NAME OF WORK GROUP: _____
DATE OF MEETING: _____ NAME: _____

1. CLARITY OF GOALS FOR MEETING:

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

Comment:
_____

2. GENERAL LEVEL OF PARTICIPATION IN THE MEETING:

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

Comment:
_____

3. WHO CHAIRED THE MEETING?
- ❑ Chairperson
- ❑ Vice chairperson
- ❑ Staff
- ❑ Committee member

4. LEADERSHIP DURING THE MEETING:

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

Comment:
_____

5. BALANCE OF LEADERSHIP BETWEEN CHAIRPERSON AND STAFF MEMBER:

All	**75/25**	**50/50**	**25/75**	**All**
Chair	Chair/Staff	Chair/Staff	Chair/Staff	Staff

Comment:

_____

6. QUALITY OF DECISION-MAKING:

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

Comment:

_____

7. COHESIVENESS AMONG MEETING PARTICIPANTS:

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

Comment:

_____

8. PROBLEM SOLVING/CONFLICT:

Problems/conflict not resolved	**No conflict**	**Problem/conflicts resolved**
1	**2**	**3**

9. PLEASE CHECK WHY CONFLICTS/PROBLEMS WERE NOT RESOLVED:

- ❑ Conflict avoided, not discussed
- ❑ Members argued with one another
- ❑ Other (specify): _____
- ❑ No conflict - N/A

10. ORGANIZATION OF MEETING:

Poor (chaotic Organized)	Fair	Satisfactory	Good	Excellent (well organized, went smoothly)
1	2	3	4	5

Comment:

_____

11. PRODUCTIVITY OF THE MEETING:

Poor (not much done Wasted time),	Fair	Satisfactory	Good	Excellent (much accomplished good use of time)
1	2	3	4	5

Comment: _____