

Guidelines to Successful Meetings

Directions: Please circle the grade you feel reflects how well we are addressing the task.

- A B C D F Start and end on time
vs. Late start/run overtime
- A B C D F Agenda with topics clearly highlighted, distributed in advance
vs. No agenda or unclear agenda
- A B C D F Inform new members of what to expect, make introductions
vs. Poor handling of new members
- A B C D F Positive expectation of potential outcome of meeting
vs. Pessimistic or ambiguous attitude
- A B C D F Room set up in an arrangement that allows eye contact and invites conversation
vs. Uncomfortable environment
- A B C D F Make it easy for participants to attend
vs. Meeting time inconvenient and/or location of meeting inaccessible
- A B C D F All opinions shared
vs. One-way communication
- A B C D F Leader effectively facilitates group planning/decision making process
vs. All discussion-no decisions
- A B C D F Communication regarding meeting is timely and complete
vs. No minutes, no meeting reminder

Adapted from Central CAPT (Center for Application of Prevention Technology) manual "Coalition Building From the Ground Up."