## **MEETING EFFECTIVENESS INVENTORY (MEI)**

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

NAME	YPE OF MEETING: (circle one) AME OF WORK GROUP: ATE OF MEETING:		Coalition	Work Group				
DATE OF MEETING:		NAME:						
1.	CLARITY OF GOALS Poor ( unclear, conflicting, unacceptable)	FOR MEETING: Fair	Satisfactory	Good	Excellent (clear, shared by all, endorsed with enthusiasm)			
	1	2	3	4	5			
	Comment:							
2.	GENERAL LEVEL OF Poor (people seemed bored or distracted, lack of verbal participation)	F PARTICIPATION IN Fair	THE MEETING: Satisfactory	Good	Excellent (all paid attention, all participated in the discussion)			
	1	2	3	4	5			
	Comment:							
3.	WHO CHAIRED THE MEETING?							
	O Chairperson							
	O Vice chairperson							
	O Staff							
	O Committee memb	per						
4.	LEADERSHIP DURIN Poor (group need for leadership not met)	IG THE MEETING: Fair	Satisfactory	Good	Excellent ( clear, sense of of direction			
	1	2	3	4	provided) 5			
	Comment:							



Chair	75/25 Chair/Staff	50/50 Chair/Staff	25/75 Chair/Staff	<b>All</b> Staff		
Comment:						
QUALITY OF DECIS						
Poor (decisions dominated by few)	Fair	Satisfactory	Good	Excellent (everyone took par in decision-makin		
1	2	3	4	5		
Comment:						
COHESIVENESS AMONG MEETING PARTICIPANTS:						
Poor (antagonistic toward each other)	Fair	Satisfactory	Good	Excellent (members trusted & worked		
1	2	3	4	well with others) 5		
Comment:						
PROBLEM SOLVING		No conflict		Problem/conflicts		
not resolve		2		resolved 3		
PLEASE CHECK WHY CONFLICTS/PROBLEMS WERE NOT RESOLVED:						
O Conflict avoided,						
	d with one another					
_						
O No conflict - N/A						
ORGANIZATION OF MEETING: Poor (chaotic Fair Organized)		Satisfactory Good		Excellent (well organized		
1	2	3	4	went smoothly 5		
Comment:	-	-	·	-		
PRODUCTIVITY OF	THE MEETING: Fair	Satisfactory	Good	Excellent		
Poor	i an	Calloraciony	0000			
Poor (not much done Wasted time),				(much accomplish good use of time		