



EFFECTIVE MEETING ASSESSMENT

Date: _____ Time: _____ Area: _____

Facilitator: _____ # Planned TM Attendees: _____ # Actual TM Attendees: _____

Scored all or nothing (full points or 0 points)

Compliance:

- Did the meeting start on time?
- Did the meeting end on time?
- Was the agenda prepared before the meeting?
- Were all required attendees present?

Possible Points	Actual Points
6	
6	
6	
6	
Compliance Total:	24

Communication:

- Did the huddle start with a safety message?
- Were prior day/shift performance KPIs reviewed?
- Did meeting avoid going off on tangents?
- Was controlled discussion allowed?
- Were side conversations prevented/managed?

Communication Total:

6	
6	
6	
6	
6	
Communication Total:	30

Assignments

- Was work volume for the shift reviewed?
- Was all priority work discussed and assigned?
- Were anticipated issues for scheduled work discussed?

Assignments Total:

6	
11	
6	
Assignments Total:	23

Feedback:

- Was good performance recognized?
- Was poor performance confronted?

Feedback total:

6	
6	
Feedback total:	12

Overall Total:

89	0
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Ineffective Meeting: 0 - 71 Points
 Effective Meeting: 72 - 89 Points

Assessed By: _____

Comments: