

Meeting Agenda Grading Scale

Purpose:

- The two most valuable assets in healthcare management are *time* and *professional collaboration*.
- Leaders show respect for those commodities via creation of an adequate meeting agenda that can achieve planned goals in a collaborative and timely manner.
- The Agenda Preparer will can the criticisms charted below in creating increasing effective future agendas.

	1	2	3	4	5
Time (amount of agenda items with adequate time allotted to cover)	Less than 10% adequately covered	25% of agenda items accurately covered, 75% did not have enough time	50% agenda items adequately covered, 50% were not	75% of agenda items adequately covered, 25% were not	100% agenda items
Agenda adherence (how well did participants stick to the prepared agenda)	Agenda ignored	25% of agenda followed, much unassociated discussions	50% of agenda followed	75% of agenda followed	100% of agenda followed
Attendance	Poor attendance	25% of invited group attended	50% of the group attended	75% of the group attended	Close to 100% of invited group attended
Participation (Level of group participation / collaboration in brainstorming / discussion agenda items)	No participation	Representation only from outspoken vocal minority of the group	50% of the group participated	Input gained from a majority of the group	Strong level of participation from the entire group
Content (Meeting agenda items sufficiently planned to be covered adequately given the time allotted and participants invited to the meeting)	Too many complex items on agenda; less than 10% correctly planned	25% of agenda items correctly planned, 75% were not correctly planned	50% of agenda items correctly planned	75% were correctly planned	100% of agenda items were correctly planned