

Meeting Health Assessment

This exercise will help you understand what your meetings reveal about your culture — how people communicate, make decisions, and respect each other's time and ideas.

Rate each statement on a scale of **1 to 5**.

1 = Rarely true **3** = Sometimes true **5** = Consistently true

Ratings

Power and Participation

- _____ Everyone has the opportunity to contribute meaningfully.
- _____ The meeting leader encourages dissent, curiosity, and new ideas.
- _____ No one dominates the conversation; quieter voices are invited in.

Decision-Making

- _____ Decisions are clearly made, documented, and communicated.
- _____ We leave meetings knowing who is responsible for what and by when.
- _____ We don't need repeat meetings to "revisit" the same topics.

Respect for Time

- _____ Meetings start and end on time.
- _____ Each meeting has a clear purpose and agenda.
- _____ We cancel meetings that no longer serve a purpose.
- _____ Participants feel their time is valued.

Psychological Safety

- _____ People feel safe sharing half-formed ideas or admitting what they don't know.
- _____ Constructive challenges are welcomed, not avoided.
- _____ When mistakes happen, we focus on learning, not blame.

Inclusion and Belonging

- _____ Remote and in-person participants are equally engaged.
- _____ Junior or less experienced team members are encouraged to speak.
- _____ Meetings are designed to accommodate different communication styles.

Scoring

_____ **Total Score**

Score	Meeting Culture Insight
50–60	Strong culture of trust, clarity, and inclusion.
35–49	Mixed signals. Some strengths, but meeting habits might reveal values you don't want.
20–34	Warning signs. Meetings might be inefficient, hierarchical, or inconclusive.
Below 20	Poor alignment with values of trust, clarity, and inclusion. Meetings likely reflect (and reinforce) deeper dysfunction.

Reflection Questions

- What do our meeting patterns say about how we lead, decide, and collaborate?
- Where are the biggest value gaps revealed by our meetings?
- If we changed just one meeting habit, what cultural shift might follow?