



# Inclusive meeting scorecard

Fill out the scorecard after your next meeting. How'd you do?

 Question

 Score it

Does your meeting have...

Yes, totally = 2

Kind of = 1

Not so much = 0

The right people were invited

---

Everyone understood the meeting's goal, decision to make, and agenda

---

We warmly greeted one another when the call started

---

The atmosphere felt welcoming

---

We heard a diversity of voices / perspectives

---

We redirected the conversation when someone got off-topic

---

We stopped interruptions

---

We invited quieter folks into the conversation

---

We used everyday language that anyone—not just “insiders”—could understand

---