

# MEETING EVALUATION FORM

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## PLANNING

- Was this meeting necessary?
- Was there sufficient notice given to all participants?
- Was the agenda distributed in advance?
- Were the meeting objectives clearly stated in writing?
- Were the meeting leaders prepared?
- Did the leader know the results they were trying to achieve?
- Was the length of the meeting appropriate for the topic(s)?

## PERSONAL PREPARATION

- Did the meeting participants clearly understand the issues?
- Were the meeting participants roles clearly defined?
- Were the meeting participants prepared to discuss the issues?
- Did people come to the meeting prepared to make decisions?

## MEETING DESIGN

- Were the issues manageable in the time allowed?
- Were the "right" people invited to attend the meeting?
- Did the participants feel they have appropriate authority to make decisions?

## FACILITATION SKILLS

- |  |  |
|--|--|
| <input type="checkbox"/> Did the meeting start on time?                            | <input type="checkbox"/> Did you avoid disruptive side conversations during the meeting? |
| <input type="checkbox"/> Did the meeting adjourn on time?                          | <input type="checkbox"/> Did you agree on a clear direction?                             |
| <input type="checkbox"/> Did the leader use the meeting to make decisions?         | <input type="checkbox"/> Were summary notes taken at the meeting?                        |
| <input type="checkbox"/> Did you efficiently use the time available?               | <input type="checkbox"/> Was the meeting focused?  |
| <input type="checkbox"/> Did you do action planning at the end of the meeting?     | <input type="checkbox"/> Did you formally evaluate the meeting?                          |
| <input type="checkbox"/> Did you treat each other with respect during the meeting? | <input type="checkbox"/> Did you follow-up on the action items?                          |