

## Meeting Evaluation Checklist

A meeting doesn't end when the last attendee leaves – in some ways, this is just the start of the planning process for the next meeting. Gathering constructive feedback on the session that just ended is the best way to improve future meetings and programs and to ensure that the organization is meeting stakeholders' needs.



- ✓ Consider using this or a similar evaluation after your meetings to ensure that you are working to your peak effectiveness.

|  | Yes | Somewhat | No |
|--|-----|----------|----|
| 1. An agenda was developed and distributed.                                    |     |          |    |
| 2. The necessary background information was provided for agenda items.         |     |          |    |
| 3. Information was received in time to fully consider it prior to the meeting. |     |          |    |
| 4. Attendees had reviewed information prior to attending the meeting.          |     |          |    |
| 5. All items discussed fell within the responsibility of the group.            |     |          |    |
| 6. The meeting was conducted fairly.   |     |          |    |
| 7. All views were considered before making decisions.                          |     |          |    |
| 8. The meeting started and ended on time.                                      |     |          |    |
| 9. Attendees used positive language when discussing issues.                    |     |          |    |
| 10. All attendees participated in the discussions and decisions.               |     |          |    |
| 11. All items on the agenda were addressed.                                    |     |          |    |
| 12. Conversations were kept on track and focused on outcomes.                  |     |          |    |
| 13. The chair restated opinions and summarized frequently.                     |     |          |    |
| 14. Attendees avoided side discussions.  |     |          |    |
| 15. The chair knew when to draw the discussion to a close.                     |     |          |    |
| 16. The principles of meeting rules of order were followed (when applicable).  |     |          |    |
| 17. Order and decorum were maintained throughout the meeting.                  |     |          |    |
| 18. After the meeting, attendees avoided parking-lot meetings                  |     |          |    |