

A great way to evaluate your meetings

Please respond to each question, according to how effectively you feel each factor is being applied. Find out what your meeting participants think about the meeting by giving it to them.

		Tick if Achieved
1.	Sufficient notice of the meeting was provided	
2.	A meeting agenda was provided in advance	
3.	Roles were clarified prior to the meeting being started	
4.	The purpose and scope of the meeting were clearly defined	
5.	The specific results to be accomplished were identified	
6.	The meeting started on time	
7.	The agenda was followed during the meeting	
8.	Input from participants was listened to	
9.	The meeting stayed on track	
10.	People were free to "tell it like it is" during the meeting	
11.	The ground rules of the meeting were clearly understood	
12.	The meeting leader ensured the ground rules were followed	
13.	Input from others contributed to achieving the expected results	
14.	Decisions were made as a result of this meeting	
15.	Interruptions were controlled during this meeting	
16.	Non-talkers were encouraged to share their ideas	
17.	Appropriate people came to the meeting prepared	
18.	Specific people were assigned necessary follow-up actions	
19.	Deadlines for follow-up actions were identified	
20.	The meeting ended on time	
21.	The expected results of the meeting were achieved	
22.	All questions were addressed during the meeting	
23.	The meeting was a worthwhile use of our time	
24.	People know what's expected before we meet again	
25.	Meeting minutes were published in a timely manner	
26.	The meeting, in general, was an effective part of the overall project	