MEETING EVALUATION CHECKLIST

THE MEETING WAS WELL-PLANNED

* Members were notified in advance.
* There was a pre-arranged agenda.
* Officers and committees were ready to report.
* The meeting room was pre-arranged.

THE MEETING WAS WELL-ORGANIZED

* The meeting started on time.
* Guests were introduced and welcomed.
* Agendas were available for all members.
* The purposes for the meeting were made clear.
* There was a transition from the last meeting.
* One topic was discussed at a time.
* One person had the floor at a time.
* Discussion was relevant.
* The chairperson summarized the main points of the discussion.
* The meeting moved along at a workable pace.
* Committee assignments were complete and clear.
* Plans for next meeting were announced.
* All that was planned for the meeting was covered.

PARTICIPATION IN THE MEETING

* Members participated in discussion and voting.
* The chairperson made good use of questions.
* The pros and cons of all issues were considered.
* Members gave suggestions to committees.
* Responsibilities were evenly distributed.
* Members participated in planning the agenda for the next meeting.

THE VALUE OF THE MEETING

* Progress was made toward goals.
* Something was learned.

ATTITUDE OF THE MEETING

* Attendance was good.
* Everyone present was on time.
* Members knew one another.
* There was a “warm up” period before the meeting.
* There was some humor during the meeting.
* Members and officers helped one another when needed.
* There was an atmosphere of free expression.