

Meeting Evaluation Form

Poor OK Good Great N/A

THE MEETING WAS WELL-PLANNED

- | | | | | | | |
|----|-------------------------------------------------------|-------|-------|-------|-------|-------|
| 1. | Members were notified in advance of meeting and room. | _____ | _____ | _____ | _____ | _____ |
| 2. | The notice included main items of business. | _____ | _____ | _____ | _____ | _____ |
| 3. | There was a pre-arranged agenda. | _____ | _____ | _____ | _____ | _____ |
| 4. | Officers and committees were ready to report. | _____ | _____ | _____ | _____ | _____ |
| 5. | The meeting room was set-up. | _____ | _____ | _____ | _____ | _____ |

THE MEETING WAS WELL-ORGANIZED

- | | | | | | | |
|-----|-------------------------------------------------------------------------|-------|-------|-------|-------|-------|
| 6. | The meeting started on time. | _____ | _____ | _____ | _____ | _____ |
| 7. | Guests were introduced and welcomed. | _____ | _____ | _____ | _____ | _____ |
| 8. | The purposes for the meeting were made clear. | _____ | _____ | _____ | _____ | _____ |
| 9. | There was a transition from the last meeting. | _____ | _____ | _____ | _____ | _____ |
| 10. | The agenda was visible for all to see. | _____ | _____ | _____ | _____ | _____ |
| 11. | One topic was discussed at a time. | _____ | _____ | _____ | _____ | _____ |
| 12. | One person had the floor at a time. | _____ | _____ | _____ | _____ | _____ |
| 13. | Members confined remarks to relevant matters. | _____ | _____ | _____ | _____ | _____ |
| 14. | The chair summarized main points of discussion. | _____ | _____ | _____ | _____ | _____ |
| 15. | The was correct parliamentary action when needed. | _____ | _____ | _____ | _____ | _____ |
| 16. | Good use was made of audio-visual aids. | _____ | _____ | _____ | _____ | _____ |
| 17. | The meeting was moved along at a challenging pace. | _____ | _____ | _____ | _____ | _____ |
| 18. | Committee and individual assignments were specific, complete and clear. | _____ | _____ | _____ | _____ | _____ |
| 19. | Plans for the next meeting were announced. | _____ | _____ | _____ | _____ | _____ |
| 20. | The meeting was adjourned with good timing. | _____ | _____ | _____ | _____ | _____ |

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THE MEETING HAD GOOD PARTICIPATION

- | | | | | | |
|-------------------------------------------------------------|-------|-------|-------|-------|-------|
| 21. Members participated in discussion and decision-making. | _____ | _____ | _____ | _____ | _____ |
| 22. Members participated in planning the agenda. | _____ | _____ | _____ | _____ | _____ |
| 23. Members gave suggestions on how to proceed. | _____ | _____ | _____ | _____ | _____ |
| 24. Responsibilities were widely distributed. | _____ | _____ | _____ | _____ | _____ |
| 25. The chair made good use of questions. | _____ | _____ | _____ | _____ | _____ |
| 26. The "pro" and "con" of all issues were considered. | _____ | _____ | _____ | _____ | _____ |

THE MEETING WAS VALUABLE

- | | | | | | |
|-------------------------------------|-------|-------|-------|-------|-------|
| 27. Progress was made toward goals. | _____ | _____ | _____ | _____ | _____ |
| 28. Something was learned. | _____ | _____ | _____ | _____ | _____ |

THE PROGRAM WAS WELL DONE

- | | | | | | |
|------------------------------------------------------------|-------|-------|-------|-------|-------|
| 29. The members were interested and attentive. | _____ | _____ | _____ | _____ | _____ |
| 30. The timing was just right (not too short or too long). | _____ | _____ | _____ | _____ | _____ |

MORALE WAS POSITIVE

- | | | | | | |
|------------------------------------------------------------------------------|-------|-------|-------|-------|-------|
| 31. Attendance was good. | _____ | _____ | _____ | _____ | _____ |
| 32. Everyone was present on time (officers were early). | _____ | _____ | _____ | _____ | _____ |
| 33. The members knew one another. | _____ | _____ | _____ | _____ | _____ |
| 34. There was some humor during the meeting. | _____ | _____ | _____ | _____ | _____ |
| 35. Members and officers helped one another when needed. | _____ | _____ | _____ | _____ | _____ |
| 36. There was an atmosphere of free expression. | _____ | _____ | _____ | _____ | _____ |
| 37. Volunteers for committee appointments and task assignments came quickly. | _____ | _____ | _____ | _____ | _____ |
| 38. There was evidence of group unity on group goals. | _____ | _____ | _____ | _____ | _____ |