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# Meeting Evaluation

**Date:** \_\_\_\_\_ **Meeting Title:** \_\_\_\_\_

## Purpose

1. Meeting Purpose and Objectives were **clearly defined**.

**N/A 0 1 2 3 4 5 6 7 8 9 10**  
**Strongly Disagree Strongly Agree**

**Comments:** \_\_\_\_\_

## Facilitator

2. Facilitator provided a **clear, concise and precise agenda**.

**N/A 0 1 2 3 4 5 6 7 8 9 10**  
**Strongly Disagree Strongly Agree**

**Comments:** \_\_\_\_\_

3. Facilitator **managed** the meeting effectively re: agenda **topic and time frame**.

**N/A 0 1 2 3 4 5 6 7 8 9 10**  
**Strongly Disagree Strongly Agree**

**Comments:** \_\_\_\_\_

4. Facilitator was **well prepared** for the meeting and incorporated prior meeting suggestions.

**N/A 0 1 2 3 4 5 6 7 8 9 10**  
**Strongly Disagree Strongly Agree**

**Comments:** \_\_\_\_\_

5. Facilitator managed the **group dynamics** effectively and encouraged full participation in a **creative, positive and open** environment.

**N/A 0 1 2 3 4 5 6 7 8 9 10**  
**Strongly Disagree Strongly Agree**

**Comments:** \_\_\_\_\_



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## Participants

|  |
|--|
| <p>6. Participants were <b>in their places</b> at the scheduled meeting time.</p> <p><b>N/A 0 1 2 3 4 5 6 7 8 9 10</b><br/><b>Strongly Disagree Strongly Agree</b></p> <p><b>Comments:</b> _____</p> |
| <p>7. Participants were <b>well prepared</b> for the meeting.</p> <p><b>N/A 0 1 2 3 4 5 6 7 8 9 10</b><br/><b>Strongly Disagree Strongly Agree</b></p> <p><b>Comments:</b> _____</p>                 |
| <p>8. Participants were <b>courteous, positive, creative and open-minded</b>.</p> <p><b>N/A 0 1 2 3 4 5 6 7 8 9 10</b><br/><b>Strongly Disagree Strongly Agree</b></p> <p><b>Comments:</b> _____</p> |
| <p>9. Each participant contributed <b>equally and actively</b>.</p> <p><b>N/A 0 1 2 3 4 5 6 7 8 9 10</b><br/><b>Strongly Disagree Strongly Agree</b></p> <p><b>Comments:</b> _____</p>               |
| <p>10. Participants <b>communicated clearly and effectively</b>.</p> <p><b>N/A 0 1 2 3 4 5 6 7 8 9 10</b><br/><b>Strongly Disagree Strongly Agree</b></p> <p><b>Comments:</b> _____</p>              |



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## Results

|   |   |   |   |   |   |   |   |   |   |   |                |  |  |
|---|---|---|---|---|---|---|---|---|---|---|----------------|--|--|
| 11. Meeting objectives were achieved.   |   |   |   |   |   |   |   |   |   |   |                |  |  |
| N/A   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10             |  |  |
| Strongly Disagree   |   |   |   |   |   |   |   |   |   |   | Strongly Agree |  |  |
| Comments: _____   |   |   |   |   |   |   |   |   |   |   |                |  |  |
| 12. Meeting report is clear and accurate.   |   |   |   |   |   |   |   |   |   |   |                |  |  |
| N/A   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10             |  |  |
| Strongly Disagree   |   |   |   |   |   |   |   |   |   |   | Strongly Agree |  |  |
| Comments: _____   |   |   |   |   |   |   |   |   |   |   |                |  |  |
| 13. Clear task assignments and deadlines were agreed to by all parties.             |   |   |   |   |   |   |   |   |   |   |                |  |  |
| N/A   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10             |  |  |
| Strongly Disagree   |   |   |   |   |   |   |   |   |   |   | Strongly Agree |  |  |
| Comments: _____   |   |   |   |   |   |   |   |   |   |   |                |  |  |
| 14. The meeting structure, content, attendees etc. were appropriate for objectives. |   |   |   |   |   |   |   |   |   |   |                |  |  |
| N/A   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10             |  |  |
| Strongly Disagree   |   |   |   |   |   |   |   |   |   |   | Strongly Agree |  |  |
| Comments: _____   |   |   |   |   |   |   |   |   |   |   |                |  |  |
| 15. Overall the meeting was highly effective.                                       |   |   |   |   |   |   |   |   |   |   |                |  |  |
| N/A   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10             |  |  |
| Strongly Disagree   |   |   |   |   |   |   |   |   |   |   | Strongly Agree |  |  |
| Comments: _____   |   |   |   |   |   |   |   |   |   |   |                |  |  |

Our next meeting would be even better if we \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_