

Meeting Evaluation

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Date:	Mee	ting	Title					
			Pur	pose				
1. Meeting Purpose a	nd Obje	ectives	swere	clearly	define	ed.		
N/A 0 1 Strongly Disagree	2			-			_	9 10 Strongly Agree
Comments:								
			Facil	itato	or			
2. Facilitator provided	a clea i	, con	cise ar	nd pre	cise ag	enda.		
N/A 0 1 Strongly Disagree	2	3	4	5	6	7	8	9 10 Strongly Agree
Comments:								
3. Facilitator manage	d the m	eeting	g effect	ively re	e: agen	da top	ic and	l time frame.
N/A 0 1 Strongly Disagree	2	3	4	5	6	7	8	9 10 Strongly Agree
Comments:								
 Facilitator was well suggestions. 	prepa	red fo	r the m	eeting	and inc	corpora	ated pi	rior meeting
N/A 0 1 Strongly Disagree	2	3	4	5	6	7	8	9 10 Strongly Agree
Comments:								
5. Facilitator managed participation in a creat							ncoura	aged full
N/A 0 1 Strongly Disagree	2	3	4	5	6	7	8	9 10 Strongly Agree
Comments:								



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Participants

6. F	Partici	pants	were i	n their	places	s at the	sched	uled m	eeting	time.	
S	N/A strongly	0 Disagre	1 ee	2	3	4	5	6	7	8	9 10 Strongly Agree
С	Commo	ents: _									
7. 1	Partici	pants	were v	vell pre	epared	for the	e meeti	ing.			
s	N/A strongly	0 Disagre	1 ee	2	3	4	5	6	7	8	9 10 Strongly Agree
C	Commo	ents: _									
8. F	Partici	pants	were c	ourted	ous, po	ositive	, creati	ive and	d open	-mind	ed.
s	N/A strongly	0 Disagre	1 ee	2	3	4	5	6	7	8	9 10 Strongly Agree
C	commo	ents: _									
9. E	Each p	particip	ant co	ontribut	ed eq ı	ial ly ar	nd activ	ve ly.			
S	N/A strongly	0 Disagre	1 ee	2	3	4	5	6	7	8	9 10 Strongly Agree
C	Commo	ents: _									
10.	Partic	cipants	com	munica	ated cl	early a	nd eff	ectivel	y .		
s	N/A strongly	0 Disagre	1 ee	2	3	4	5	6	7	8	9 10 Strongly Agree
C	Commo	ents: _									

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Results

Strongly Disagree Strongly Agree Comments:	1. Meeting ot	ojectiv	es wer	e achi	eved.						
Comments:			2	3	4	5	6	7	8	9	10
2. Meeting report is clear and accurate. N/A 0 1 2 3 4 5 6 7 8 9 10 Strongly Disagree Strongly Disagree Strongly Agree Strongly Agree Strongly Agree 3. 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 Disagree Strongly Agree Strongly Agree Strongly Agree Strongly Agree Comments:	Strongly Disagree S								Strong	ly Agree	
N/A 0 1 2 3 4 5 6 7 8 9 10 Strongly Disagree Comments:	Comments:										
Strongly Disagree Strongly Agree Comments:	2. Meeting re	port is	s clear	and ac	ccurate) .					
Comments: 3. 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:	N/A 0	1	2	3	4	5	6	7	8	9	10
3. 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 Strongly Agree Strongly Agree Comments:	Strongly Disagr	ee								Strong	ly Agree
N/A 0 1 2 3 4 5 6 7 8 9 10 Strongly Disagree Comments: 4. The meeting structure, content, attendees etc. were appropriate for objective N/A 0 1 2 3 4 5 6 7 8 9 10 Strongly Disagree Strongly Disagree Comments:	Comments:										
Strongly Disagree Strongly Agree Comments:	3. Clear task	assig	nment	s and o	deadlii	nes we	re agre	ed to b	by all p	oarties.	
Comments:	N/A 0	1	2	3	4	5	6	7	8	9	10
4. The meeting structure, content, attendees etc. were appropriate for objective N/A 0 1 2 3 4 5 6 7 8 9 10 Strongly Disagree Strongly Disagree Strongly Agree Strongly Agree 5. Overall the meeting was highly effective. N/A 0 1 2 3 4 5 6 7 8 9 10	Strongly Disagr	ee								Strong	ly Agree
N/A 0 1 2 3 4 5 6 7 8 9 10 Strongly Disagree Strongly Agree Comments:	Comments:										
Strongly Disagree Strongly Agree Comments:	4. The meetir	ng stru	cture, c	content	, attend	dees et	c. were	e appro	opriate	e for ob	jective
Comments:	N/A 0	1	2	3	4	5	6	7	8	9	10
 5. Overall the meeting was highly effective. N/A 0 1 2 3 4 5 6 7 8 9 10 	Strongly Disagr	ee								Strong	ly Agree
N/A 0 1 2 3 4 5 6 7 8 9 10											
	Comments:			highly	y effec	tive.					
Strongly Disagree Strongly Agro		meeti	ng was								
	5. Overall the		2	3	4	5	6	7	8	9	10

Our next meeting would be even better if we _____

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