

Meeting Evaluation Form

MEETING TYPE/NAME: _____ DATE: _____

Guidelines	No/Poor			Yes/Great	
	1	2	3	4	5
Was there sufficient notice given to all participants?	1	2	3	4	5
Were the meeting leaders prepared?	1	2	3	4	5
Was the agenda distributed in advance?	1	2	3	4	5
Did the meeting participants come prepared?	1	2	3	4	5
Were the meeting objectives clearly stated in writing?	1	2	3	4	5
Did people come to the meeting prepared to make decisions?	1	2	3	4	5
Did the leader know the results they were trying to achieve?	1	2	3	4	5
Were the issues manageable in the meeting time allowed?	1	2	3	4	5
Were the roles of the participants clearly defined and did they know what was expected of them?	1	2	3	4	5
Were the "right" people invited to attend the meeting?	1	2	3	4	5
Did the key people attend the meeting?	1	2	3	4	5
Did the people in the meeting have appropriate authority to make decisions?	1	2	3	4	5
Was this meeting necessary?	1	2	3	4	5
Did the meeting start on time?	1	2	3	4	5
Was the length of the meeting appropriate for the discussion?	1	2	3	4	5
Did the meeting adjourn on time?	1	2	3	4	5
Did the leader use the meeting to make decisions?	1	2	3	4	5
Did you efficiently use the time available?	1	2	3	4	5
Did you complete the written agenda?	1	2	3	4	5
Were summary notes taken at the meeting?	1	2	3	4	5
Did you agree on a clear direction?	1	2	3	4	5
Did you do action planning at the end of the meeting?	1	2	3	4	5
Was someone appointed to keep the group on time and focused?	1	2	3	4	5
Did you formally evaluate the meeting?	1	2	3	4	5
Did you treat each other with respect during the meeting?	1	2	3	4	5
Was the meeting focused and directed?	1	2	3	4	5
Did you avoid disruptive side conversations during the meeting?	1	2	3	4	5

COMMENTS: