

MEETING EVALUATION¹

Meeting of _____ Date _____

1. Logistics of today's meeting:

a. Time:	(Poor)	1	2	3	4	5	(Excellent)
b. Location:	(Poor)	1	2	3	4	5	(Excellent)
c. Set-up:	(Poor)	1	2	3	4	5	(Excellent)

2. Topics covered: **(Trivial)** 1 2 3 4 5 **(Essential)**

3. Presenters: **(Boring)** 1 2 3 4 5 **(Fascinating)**

4. Topic time: **(Too short)** 1 2 **JustRight** 4 5 **(Too long)**

5. Meeting length: **(Too short)** 1 2 **JustRight** 4 5 **(Too long)**

6. Materials provided were

(Too late)	1	2	3	4	5	(Timely)
(Worthless)	1	2	3	4	5	(Indispensable)

7. Here are my estimates of the percent of time we spent at this meeting discussing:

The <i>past</i> (presenting or discussing stuff that's already happened):	_____ %
The <i>present</i> (presenting or discussing stuff that's happening now):	_____ %
The <i>future</i> (presenting or discussing stuff that could or should be happening later):	_____ %
Totals	<u>_____ 100 %</u>

8. What was today's most valuable contribution to the organization's future?

9. In light of today's discussions, what are the most important topics we should address at our next meeting?

10. What should we have spent more time on today?

11. What else might we have done (or done differently) to improve today's session?

¹ Adapted by BoardWalk Consulting from work by Richard Chait