

Evaluating the effectiveness of meetings

Meeting to be evaluated	
Date/Time	
Evaluation conducted by/Chair	

Circle applicable response

1	Was there an agenda?	Yes	No
2	Was the agenda circulated prior to the meeting?	Y	N
3	Did the meeting start on time?	Y	N
4	Was there an initial period to make newcomers welcome/establish a comfortable atmosphere?	Y	N
5	Was the agenda used to guide the format of the meeting?	Y	N
6	Was everyone adequately prepared for the meeting?	Y	N
7	Was there sufficient discussion about each item?	Y	N
8	Were decisions reached amicably?	Y	N
9	Were decisions reached in a timely manner?	Y	N
10	Was the meeting organised and under control?	Y	N
11	Did everyone participate?	Y	N
12	If there were non-participants, do you know why?	Y	N
13	Were any incidences of conflict addressed effectively?	Y	N
14	Was responsibility for action assigned to relevant members?	Y	N
15	Were minutes of the meeting recorded?	Y	N
16	Were minutes circulated promptly after the meeting?	Y	N

If the answer to any of the above is 'No', what actions will you take to improve meeting effectiveness in the future? List them below.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	