Meeting evaluation form

Thinking about your group indicate how much you agree with the following statements. Select (✓) your response using the scale provided. The results will be collated and provided to the group for action, where needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Agree** | **Somewhat agree** | **Neutral** | **Somewhat disagree** | **Disagree** |
| The purpose of the meeting was clear.  | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| The agenda was circulated prior to the meeting. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| I had opportunity to contribute to the agenda items.  | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| Members came well prepared to contribute or report back. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| Members were actively involved in the discussion. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| The discussion was confined to relevant matters. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| The chair summarised the main points of discussion. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| We shared decision-making at this meeting. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| Assigned actions were specific and clear (who, what, by when). | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| Progress was made towards goals. | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| Timing was just right (start, finish, duration of discussions). | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |
| The meeting was time well spent? | 🔾 | 🔾 | 🔾 | 🔾 | 🔾 |

What two things do we need to pay more attention to?

What should I (the chair) do differently in future meetings to help us?

Additional comments about this meeting?