

Meeting Evaluation Form

Please rate the effectiveness of our meeting by circling the appropriate number.

(“1” is poor and “5” is excellent)

AREA	RATING	COMMENTS
Did we accomplish our objective?	1 2 3 4 5	
Did we manage our time well?	1 2 3 4 5	
Did everyone have the opportunity to participate?	1 2 3 4 5	
Did any item take too long?	1 2 3 4 5	
Did we stick to the Agenda?	1 2 3 4 5	
Were the right people present	1 2 3 4 5	
Had advance preparation taken place?	1 2 3 4 5	
Were the meeting facilities appropriate?	1 2 3 4 5	
Did we end on time?	1 2 3 4 5	

What can I recommend in order to improve the next meeting of this group?
