

Evaluating Your Meeting

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Think about a meeting where your group was working together to make a decision. This self-evaluation can help you consider whether an Extension facilitator, or some training on how to make meetings work, might be helpful.

	Yes	No	Could be better
Was our goal clear? (comment)			
Were we on task while we worked toward our goal(s)? (comment)			
Was the communication in the meeting open and honest? (comment)			
Did everyone participate and have a voice as decisions were made? (comment)			
Were there verbal or nonverbal distractions that made the meeting less efficient and effective? (comment)			
Was there enough time to do a good job in making decisions? (comment)			
Was too much time taken? Could we have completed the tasks of the meeting sooner? (comment)			
Did the group have enough information and background data to make a good decision? (comment)			
Should others have been included who weren't there? (comment)			
Was the leader / facilitator of the meeting objective? (comment)			

	Yes	No	Could be better
Was there a summary done at the end of the meeting that accurately described what we accomplished? (comment)			
Were there any agendas that individuals or groups had at the meeting that were “hidden”? Did they stay hidden throughout the process? (comment)			
Was the meeting session worth your time? (comment)			

Remember, while meetings are often difficult and cumbersome, they are also the place where democracy and productivity happens. Want to learn more? Talk it over with a regional educator near you.