Evaluate a Meeting with Participants

The best time to evaluate a meeting is at its conclusion. Before tapping the gavel to adjourn, the chair person, or a designee, may ask at least one question from each of the following categories. (Or a brief written survey could be done.) Another individual could record comments (or summarize written survey). Meeting evaluations may result in changes to the meeting structure, ground rules for participants, or even organizational policy. Some changes can be applied immediately…some gradually.

Purpose of Meeting (motivation & unity of group participants)
a. To what extent did we all understand what we needed to accomplish? And, how to accomplish it?
b. Was the group united by a common purpose? Was a common purpose the focus of the meeting?
c. Were we missing any information or other perspectives during the meeging?
d. Should (some of) the business been conducted elsewhere (e.g., use of committees)?

Meeting Atmosphere
a. What was the general atmosphere of the meeting? Formal or informal? Cooperative or competitive? Friendly or hostile? Comfortable or uncomfortable?

Participant Contributions
a. Did everyone at the meeting participate? Was everyone interested?
b. Did people listen to one another? Were individuals' contributions acknowledged in some way?
c. Were members of the group willing to "test" different, creative ideas?
d. Was discussion factual and problem-centered…or opinion…or both?

Accomplishments
a. Were some or all of the goals of the meeting accomplished? Why? Why not?
b. Did the group understand what the next steps will be? Who is responsible for each step? What are the deadlines? Which items will be on the agenda for the next meeting?
c. Were there any surprises?

Improvements Needed: Regarding…
a. The meeting location, date, time or length?
b. Announcement to attend the meeting?
c. The agenda?
d. Use of committee work and/or reports back to group?
e. Discussion time? Inviting and respecting individual participation?
f. Process for making decisions?

Reference
"Working with Our Publics" Working with Groups and Organizations. Learner's Packet