

Meeting Evaluation Checklist

Center for Student Involvement Resources

Meeting Evaluation Checklist

- The meeting was well planned.
- Members were notified in advance.
- There was a pre-arranged agenda.
- Officers and committees were ready to report.
- The meeting room was pre-arranged.
- The meeting was well organized.
- The meeting started on time.
- Guests were introduced and welcomed.
- Agendas were available for all members.
- The purposes for the meeting were made clear.
- There was a transition from the last meeting.
- One topic was discussed at a time.
- One person has the floor at a time.
- Discussion was relevant.
- The chairperson summarized the main points of the discussion.
- The meeting moved along at a workable pace.
- Committee assignments were complete and clear.
- All that was planned for the meeting was covered.

Participation in the Meeting

- Members participated in discussion and voting.
- The chairperson made good use of questions.
- The pros and cons of all issues were considered.
- Members gave suggestions to committees.
- Responsibilities were evenly distributed.
- Members participated in planning the agenda for the next meeting.

Attitude of the Meeting

- Attendance was good.
- Everyone present was on time.
- Members knew one another.
- There was a "warm up" period before the meeting (see CSI Resource on Icebreakers)
- There was some humor during the meeting.
- Members and officers helped one another when needed.
- There was an atmosphere of free expression.