



Assess the Effectiveness of your Meetings

Administration	Yes	No	Unsure
Do you regularly review the purpose of your meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the agenda developed in cooperation with key participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the agenda and relevant documentation circulated to the members prior to meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the meeting time appropriate for the members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During the Meeting	Yes	No	Unsure
Are members made to feel welcome?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your meetings start and end on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the agenda agreed upon and priorities set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone stick to the agenda?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is group discussion encouraged to get all points of views and ideas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is feedback encouraged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is conversation focussed on the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are agreements summarised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the meeting finish on a positive note?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the time, date and venue set for the next meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After the Meeting	Yes	No	Unsure
Are the minutes distributed in a timely manner to all attendees and interested parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If problems occur, are these discussed with members involved to suggest areas for improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are delegated actions followed up on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all incomplete actions appear on the agenda of the next meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you periodically evaluate your meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>