

MEETING EVALUATION

Meeting's Subject:		
Date conducted:	Duration:	Location:
Managed by:		Summarized by:

#	Evaluation criteria	Yes	No
1	Was the meeting purpose clear?		
2	Was the sitting arrangement given forehand?		
3	Were there tasks scheduled for delivery before the meeting? Were these received?		
4	Did the meeting start on time?		
5	Were the meeting issues raised according to the written schedule?		
6	Were additional insignificant issues raised?		
7	Was the meeting purpose reached?		
8	Were the titles given to the meeting issues appropriate?		
9	What percentage of the meeting was ineffective?		

General feedback & comments

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