

# MEETING ASSESSMENT CHECKLIST

All meetings need to have periodic evaluations to ensure that they are running smoothly and effectively. Use this checklist to aid you and your members in the evaluation process. Feel free to create your own or add to this to better suit your group. Use a rating process:

1 - Poor

2 - Okay

3 - Good

4 - Great

5 - N/A

## TOPIC RATING

Please circle

### Planning

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Members were notified in advance of the meeting and location | 1 | 2 | 3 | 4 | 5 |
| 2. There was a pre-arranged agenda                              | 1 | 2 | 3 | 4 | 5 |
| 3. Officers and committees were ready to report                 | 1 | 2 | 3 | 4 | 5 |

### Organization

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. The meeting started on time   | 1 | 2 | 3 | 4 | 5 |
| 2. Guests and new members were introduced and welcomed                             | 1 | 2 | 3 | 4 | 5 |
| 3. Agendas were available for all members  | 1 | 2 | 3 | 4 | 5 |
| 4. The purposes for the meeting were made clear and there was a reason for meeting | 1 | 2 | 3 | 4 | 5 |
| 5. There was a transition from the last meeting to the next                        | 1 | 2 | 3 | 4 | 5 |
| 6. One topic was discussed at a time   | 1 | 2 | 3 | 4 | 5 |
| 7. One person had the opportunity to speak at a time and others listened           | 1 | 2 | 3 | 4 | 5 |
| 8. Discussion was relevant to the group's needs                                    | 1 | 2 | 3 | 4 | 5 |
| 9. Chairperson summarized the main points of the discussion                        | 1 | 2 | 3 | 4 | 5 |
| 10. The meeting moved along at a reasonable pace                                   | 1 | 2 | 3 | 4 | 5 |
| 11. Committee assignments were complete and clear                                  | 1 | 2 | 3 | 4 | 5 |
| 12. Plans for the next meeting were announced                                      | 1 | 2 | 3 | 4 | 5 |
| 13. All that was planned for the meeting was covered                               | 1 | 2 | 3 | 4 | 5 |
| 14. There was time on the agenda to add something members wish to discuss          | 1 | 2 | 3 | 4 | 5 |

### Participation

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Members actively participated in discussions and voting           | 1 | 2 | 3 | 4 | 5 |
| 2. The chairperson made good use of questions to provoke new thought | 1 | 2 | 3 | 4 | 5 |
| 3. The pros and cons of all issues were considered                   | 1 | 2 | 3 | 4 | 5 |
| 4. Members gave suggestions to the committees                        | 1 | 2 | 3 | 4 | 5 |
| 5. Responsibilities were evenly distributed                          | 1 | 2 | 3 | 4 | 5 |
| 6. Members participated in planning the agenda for the next meeting  | 1 | 2 | 3 | 4 | 5 |
| 7. One person didn't dominate the discussion                         | 1 | 2 | 3 | 4 | 5 |

(Over)

## Meeting Value

- |                                   |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|
| 1. Progress was made toward goals | 1 | 2 | 3 | 4 | 5 |
| 2. Something was learned          | 1 | 2 | 3 | 4 | 5 |

## Attitude

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Attendance was good  | 1 | 2 | 3 | 4 | 5 |
| 2. Everyone present was on time                                 | 1 | 2 | 3 | 4 | 5 |
| 3. Members knew one another                                     | 1 | 2 | 3 | 4 | 5 |
| 4. There was a "social" period before the meeting               | 1 | 2 | 3 | 4 | 5 |
| 5. There were some moments humor or laughter during the meeting | 1 | 2 | 3 | 4 | 5 |
| 6. Members and officers helped one another when needed          | 1 | 2 | 3 | 4 | 5 |
| 7. There was an atmosphere of free expression                   | 1 | 2 | 3 | 4 | 5 |

This is one of the many handouts available to you. Feel free to meet with Jil Gates, in Campus Life for more details about this topic or any others related to leadership or your student organization.

We also have open advising hours Thursdays from 2 p.m. to 4 p.m. The Office of Student Activities is located in the Seymour Union, on the 1st floor. You can also ask questions by telephone at 309-341-7573 or email at [jgates@knox.edu](mailto:jgates@knox.edu).

This document was adapted from the Office of Student Activities, Willamette University.

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