



CLEAR INTENTIONS INTERNATIONAL

It's Just a Breakthrough Away

Meeting Evaluation Form

Logistics

Question	0	1	2
1. Was the purpose and intentions of the meeting clear ahead of time?	No	Somewhat	Yes
2. Was the agenda clear before the meeting started?	No	Somewhat	Yes
3. Did the meeting start on time?	No	Less than 5 minutes late	Yes
4. Did the meeting end on time?	No	Less than 5 minutes over	Yes
5. Was the agenda adequately followed (or if not followed, properly focused for what was wanted and needed)?	No	Somewhat	Yes
6. Was adequate time allowed to summarize action items?	No	Somewhat	Yes
7. Are the action items clear (description, who, by when, who accountable)?	No	Somewhat	Yes

Quality

Question	0	1	2
8. Did the facilitator properly lead the meeting?	No	Somewhat	Yes
9. Was the facilitator adequately prepared?	No	Somewhat	Yes
10. Were participants adequately engaged?	No	Somewhat	Yes
11. Did the facilitator validate the input from participants?	No	Somewhat	Yes
12. Was the agenda so slavishly followed as to suppress important dialogue?	No	Somewhat	Yes
13. Were participants acknowledged for attending?	No	Somewhat	Yes
14. If people were on speakerphone or video, were they well included in the meeting and did the facilitator ensure that everyone spoke loud enough for them to hear?	No	Somewhat	Yes
15. Was this meeting a good use of your time – or at least a necessary evil?	No	Somewhat	Yes

16. Please share any specific comments about the quality of the meeting.

Score: 30 = Excellent 29-25 = Good 24-20 Fair 19 or less = Needs improvement

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