

Strategic Facilitation Handout: Sample Meeting Evaluation Form

You can use or adapt this form for written feedback on a meeting.

1. Was the purpose of the meeting clearly stated? Yes No

2. Did you have a chance to give input to the agenda? Yes No

3. Was the agenda available before the meeting? Yes No

4. Was the agenda followed? Yes No

5. Were the meeting objectives met? Yes No

6. Were my personal objectives met? Yes No

7. Was everyone encouraged to participate? Yes No

8. Which part of the meeting was most important to you?

9. Which part of the meeting was least valuable to you?

10. What recommendations do you have for improving future meetings?