

## “ALWAYS IMPROVING” - A POST-MEETING EVALUATION CHECKLIST

Score (circle one)

1. Poor	2. Fair	3. Good	4. Very Good	NA. Not Applicable
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### 1. THE MEETING WAS WELL PLANNED

Meeting Papers were circulated in reasonable time to allow preparation	1	2	3	4	NA
Meeting Papers were well organised and clearly identified matters to be discussed/decided	1	2	3	4	NA
The meeting room was well prepared and suitable	1	2	3	4	NA

### 2. THE MEETING WAS WELL-ORGANIZED

The meeting started on time	1	2	3	4	NA
Appropriate opening protocols (if any) were observed	1	2	3	4	NA
Guests/new members were introduced and welcomed	1	2	3	4	NA
There was a transition from the last meeting (eg Minutes confirmed)	1	2	3	4	NA
The Agenda was clear & well-structured e.g. priority matters highlighted.	1	2	3	4	NA
The Agenda structure gave sufficient time and priority to key strategic decisions	1	2	3	4	NA
Discussion remained relevant to the matter at hand	1	2	3	4	NA
The meeting moved along at a workable pace	1	2	3	4	NA
Agreed action points were clear	1	2	3	4	NA
All that was planned for the meeting was covered	1	2	3	4	NA

### 3. PARTICIPATION IN THE MEETING

All attendees had a reasonable chance to speak	1	2	3	4	NA
No one excessively dominated discussion	1	2	3	4	NA
The chairperson managed discussion well	1	2	3	4	NA
Where appropriate, the pros and cons of issues were considered	1	2	3	4	NA
Responsibilities for outcomes/decisions were clearly allocated	1	2	3	4	NA

### 4. THE VALUE OF THE MEETING

Progress was made toward goals of the organisation	1	2	3	4	NA
Something was learned	1	2	3	4	NA
The meeting included a focus on key mission objectives	1	2	3	4	NA
There was an appropriate balance between strategy and operations	1	2	3	4	NA

### 5. ATTITUDE OF THE MEETING

Attendance was good	1	2	3	4	NA
Everyone present was on time	1	2	3	4	NA
There was some humour during the meeting	1	2	3	4	NA
There was an atmosphere of mutual respect and free expression	1	2	3	4	NA

Any suggested changes to meeting format/procedures?

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Notes: 1) Not all points above will be relevant or helpful to every organisation. Tailor to suit.  
 2) It may not be necessary to use this template at every meeting, but having it completed by some or all of the meeting members, say, twice a year will assist the Board's self-evaluation process.