

# How Are Your Meetings Going?

Date: \_\_\_\_\_

**Directions:** Check the appropriate column for each item. The numbers in each column can be used to compute means.

Always (2)	Sometimes (1)	Never (0)	Question:
			1. Start on time
			2. Begin with a short time for members to catch one another up on new and exciting experiences, etc.
			3. Review agenda before starting
			4. Set time limits for the meeting (and perhaps for individual agenda items)
			5. Roles of chairperson, recorder, etc. are clearly defined
			6. A list is taken of important items that need to go on a future agenda
			7. All members are encouraged to participate
			8. Decisions are made only when all members are ready
			9. The meeting is summarized by the secretary reviewing "Who will do what by when" at the end of the meeting
			10. Members self-evaluate each meeting
			11. End on time

Comments:
