

A SAMPLE MEETING EVALUATION FORM
With use of a Likert Scale

Our meeting today was:

Wonderful 1 2 3 4 5 6 Lousy

Very Focused 1 2 3 4 5 6 Rambling

Energetic 1 2 3 4 5 6 Lethargic

I would characterize our methods as:

Orderly 1 2 3 4 5 6 Disorderly

Cooperative 1 2 3 4 5 6 Divisive

END OF MEETING FEEDBACK THOUGHTS

1. How do you feel about what we accomplished in this meeting?
(Please check)

very satisfied	fairly satisfied	somewhat satisfied	quite dissatisfied
-------------------	---------------------	-----------------------	-----------------------

Please comment on reasons for checking where you did:

2. How do you feel about the way we worked on our tasks?
(Please check)

very satisfied	fairly satisfied	somewhat satisfied	quite dissatisfied
-------------------	---------------------	-----------------------	-----------------------

Please comment on reasons for checking where you did:

3. What suggestions do you have for our next meeting? Procedures? Agenda? Physical arrangements? Leadership? Anything else?