

Meeting Rating Form

Meeting Planning									
1	2	3	4	5	6	7	8	9	10
No idea why I'm here					Clearly defined purpose & outcomes				
Information									
1	2	3	4	5	6	7	8	9	10
I just showed up					Agenda and relevant information sent in advance				
Agenda									
1	2	3	4	5	6	7	8	9	10
There isn't one					Purpose, desired outcomes, time requirements				
On-Track									
1	2	3	4	5	6	7	8	9	10
Meeting lacked focus, strayed off topic and dwelled on trivia					Meeting showed orderly progress on task and followed agenda				
Participation									
1	2	3	4	5	6	7	8	9	10
A few members dominated, others said nothing					Everyone contributed ideas and took part in the conversation				
Listening									
1	2	3	4	5	6	7	8	9	10
Two or more people spoke at once. People failed to listen to each other					Team members listened respectfully and spoke one at a time				
Results									
1	2	3	4	5	6	7	8	9	10
We could have done better by working independently					We achieved better results by working together				
Summarizing and Recording									
1	2	3	4	5	6	7	8	9	10
We have no idea what happens next					Action items and follow up are clearly articulated				
Success									
1	2	3	4	5	6	7	8	9	10
The meeting was a waste of time					Overall, the meeting was very worthwhile				
Volume of meetings:									
Number of hours per week (on average) I typically spend in meetings:									