MEETING CHECKLIST—SELF-ASSESSMENT

To be completed by the person chairing the meeting.
Chairperson’s name_______________________________________________
Contact details ___________________________________________________
________________________________________________________________
________________________________________________________________

MEETING DETAILS

Date and time of meeting___________________________________________
Place of meeting__________________________________________________
No. of people attending meeting______________________________________
Duration of meeting________________________________________________
What was the purpose of the meeting?
________________________________________________________________
________________________________________________________________
________________________________________________________________

Was this purpose achieved? Why? Why not?
________________________________________________________________
________________________________________________________________
________________________________________________________________

Did the meeting keep to the agenda? Why? Why not?
________________________________________________________________
________________________________________________________________
________________________________________________________________

Did the meeting keep to the time limit? Why? Why not?
Did everyone contribute to the discussion? Why? Why not?

Were you satisfied with how you dealt with difficulties or tensions during the meeting? Why? Why not?

Were you satisfied with your performance as chairperson? What would you change next time?

Submit this self-assessment to your online tutor, along with the evaluation checklists from at least two others who were at the meeting.

Signature _______________________________