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