

PBS Team Meeting Evaluation

Date: _____

Chairperson: _____

Recorder: _____

- | | | |
|--|-----|----|
| 1. Was someone designated to chair/convene the meeting? | Yes | No |
| 2. Was someone designated to record decisions? | Yes | No |
| 3. Did you develop and review an agenda at the beginning of the meeting? | Yes | No |
| 4. Did you follow-up on tasks from the last meeting? | Yes | No |
| 5. Is it clear about what will get done by whom before the next meeting? | Yes | No |
| 6. Is it clear how your current tasks fit with your larger objective? | Yes | No |
| 7. Did everyone have an opportunity to participate in the discussion? | Yes | No |
| 8. Overall, was the meeting a good use of time? | Yes | No |

9. Make a list of any changes you would make in how the meeting was conducted:

- ✓
- ✓
- ✓
- ✓

10. Make a list of what worked well during your meeting:

- ✓
- ✓
- ✓
- ✓