PBS Team Meeting Evaluation

Date: _____________________
Convener:__________________  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:
    ✓
    ✓
    ✓
    ✓
    ✓