

Meeting Critique Templates



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Meeting Critique Form No. 1

Please insert the number that most closely represents your feelings:
Strongly disagree=1; Strongly agree=5

Agenda	Score
1. An agenda was made available to all participants prior to the meeting.	_____
2. The objectives of the meeting were clearly stated in the agenda.	_____
3. Agenda items were appropriate for this group at this type of meeting.	_____
4. The agenda contained just the right number of items for the time available.	_____
Meeting Type/Space/Size/Composition	
5. This meeting was necessary to address the topics of concern.	_____
6. The type of meeting was appropriate to the task/occasion.	_____
7. The right kinds of people were in attendance.	_____
8. The size of the group was appropriate.	_____
9. The meeting room was of appropriate size and arrangement.	_____
Meeting Process	
10. The agenda was closely followed.	_____
11. The meeting started and finished on time.	_____
12. The meeting met the stated objective(s).	_____
13. The meeting accomplished its purpose.	_____
14. Decisions were made effectively.	_____
15. Ground rules were established and followed.	_____
16. There were no "meeting robbers" present.	_____
17. Time utilization was effective.	_____
18. Summary agreements were made and action items assigned.	_____
Facilitator/Recorder (If Meeting was Facilitated)	
19. Facilitator kept the group focused on common task.	_____
20. Facilitator kept the meeting moving.	_____
21. Facilitator brought group to closure, agreeing on action items.	_____
22. Recorder captured the basic ideas of the meeting.	_____

TOTAL SCORE _____

Meeting Critique Form No. 2

Meeting Aspect	Score: 1-10 (10 is best)
1. Overall, how effective was the meeting?	
2. Was there an agenda and a meeting purpose reviewed at the beginning of the meeting?	
3. Did the meeting stay on track?	
4. Did each team member have a chance to contribute to the meeting?	
5. Did the meeting achieve its intended purpose?	
6. Were outside distractions minimized so the meeting could run efficiently?	
7. Were the right people and the right quantity present?	
8. Did everyone come prepared?	
9. Was conflict handled in a constructive manner?	
10. Were action items clearly identified and assigned?	

TOTAL SCORE _____