

WORKSHEET

How Did the Meeting Go?

If you're having a hard time with your meetings and wondering how you could improve them, you might want to get some input from members. This worksheet could be used after a meeting by giving the members a few minutes to write down their comments. Explain that you will not be offended by what they say, but rather you feel that their opinions will help improve the quality of the meetings.

1. What did you think about this meeting?

1 2 3 4 5 6 7 8 9 10

|_____|

Not much accomplished

A little was accomplished

Much was accomplished

2. How could the meeting have been improved? List suggestions.

3. What could the leader have done to improve the meeting? List suggestions.

4. What could you have done to improve the meeting?