

SAMPLE
Meeting Evaluation Form #1
(please Circle One)

Meeting I.D. _____ Date _____

1. The advance meeting time and place notice and access to subject information was sufficient.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
2. The meeting room was sufficient (size, seating, audio, visual,).
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
3. The meeting attendance represented a reasonable cross section of diverse community viewpoints and interests.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
4. The material was presented in a clear, concise manner.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
5. The meeting agenda provided adequate time for the members of the community to ask questions and submit comments.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
6. The meeting focus and facilitation incorporated input from those in attendance (within reasonable limits).
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
7. The meeting achieved the purpose for which it was held.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
8. The staff was helpful and courteous.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
9. The meeting was so robust that it brought tears to my eyes.
Strongly Agree - Agree - Don't know - Disagree - Strongly Disagree
10. I am interested in attending additional meetings regarding this meeting's subject topic. Yes No

For additional comments, suggestions, ideas, questions, please use back of this form. (Name, address, email, phone, optional) —