

Meeting Evaluation

For each item on the agenda, assess how important it was for the team to spend time on the issue and the value the team added in the discussion. Use the criteria below to decide your ratings.

Value of the Item

On a scale of 1 to 10, how much value did this item add to our ability to fulfill our mandate?

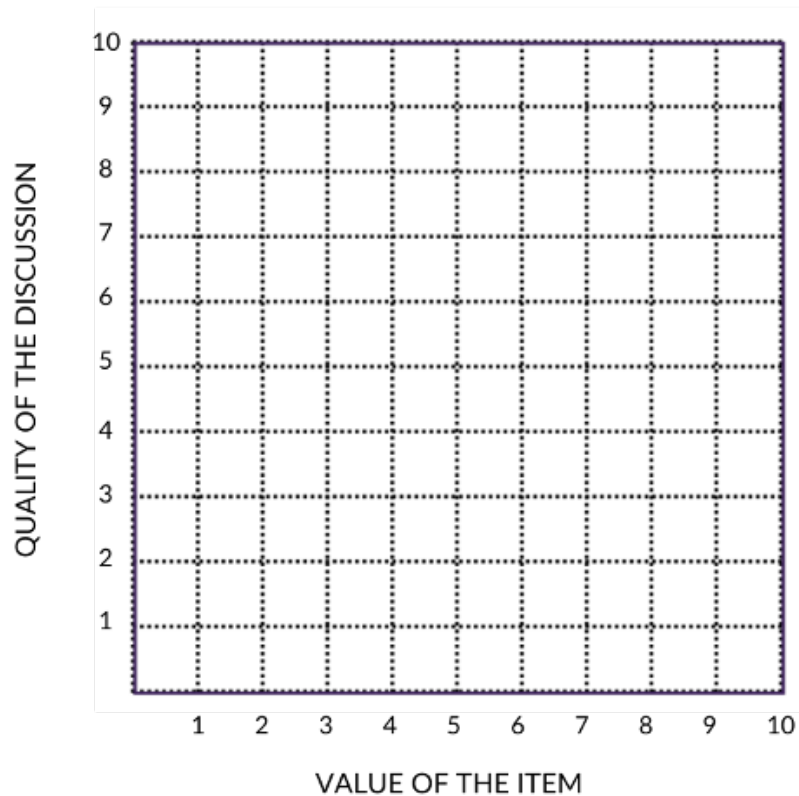
- Relevance to all members
- Necessity of input
- Answering the right questions
- Timeliness of the issue

Quality of the Discussion

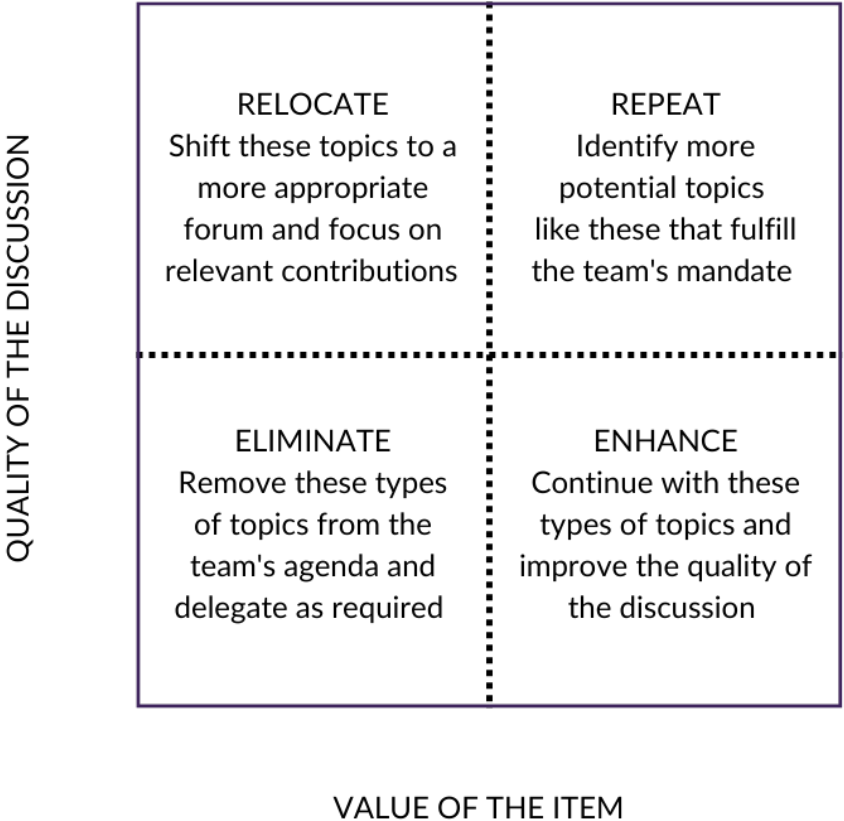
On a scale of 1 to 10, how much value did the team add while discussing this agenda item?

- Preparedness of the item own
- Preparedness of the participants
- Contributions of all team members
- Clarity of the action steps

Plot each agenda item on the grid.



Based on your evaluation of each agenda item, discuss how you will manage similar content in the future.



Notes on Future Agenda Items:

