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:
    - ✓
    - ✓
    - ✓
    - ✓