

## MEETING CHECKLIST—SELF-ASSESSMENT

To be completed by the person chairing the meeting.

Chairperson's name \_\_\_\_\_

Contact details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### MEETING DETAILS

Date and time of meeting \_\_\_\_\_

Place of meeting \_\_\_\_\_

No. of people attending meeting \_\_\_\_\_

Duration of meeting \_\_\_\_\_

What was the purpose of the meeting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was this purpose achieved? Why? Why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the meeting keep to the agenda? Why? Why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the meeting keep to the time limit? Why? Why not?

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Did everyone contribute to the discussion? Why? Why not?

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Were you satisfied with how you dealt with difficulties or tensions during the meeting? Why? Why not?

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Were you satisfied with your performance as chairperson? What would you change next time?

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*Submit this self-assessment to your online tutor, along with the evaluation checklists from at least two others who were at the meeting.*

Signature \_\_\_\_\_

