

## Appendix A

### Meeting Evaluation Tool

<p>On 1-10 scale circle the number that most closely matches your evaluation of the meeting. Six principles are evaluated: staying on track, participation, listening, shared leadership, results and whether or not the meeting was worth your time</p>									
<b>Staying On track</b>									
1	2	3	4	5	6	7	8	9	10
Lacked focus						Orderly progress; followed agenda			
<b>Participation</b>									
1	2	3	4	5	6	7	8	9	10
Few members dominated								All contributed	
<b>Listening</b>									
1	2	3	4	5	6	7	8	9	10
Two or more talked at once						All listened; one person spoke			
<b>Shared Leadership</b>									
1	2	3	4	5	6	7	8	9	10
Few persons did anything to keep us on track						Shared leadership; all helped focus			
<b>Results</b>									
1	2	3	4	5	6	7	8	9	10
Could have achieved better working independently; Better results achieved working cooperatively									
<b>Worth Your Time</b>									
1	2	3	4	5	6	7	8	9	10
A total waste of time							Well worth every minute		