

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>									
Staying On track									
1	2	3	4	5	6	7	8	9	10
Lacked focus						Orderly progress; followed agenda			
Participation									
1	2	3	4	5	6	7	8	9	10
Few members dominated								All contributed	
Listening									
1	2	3	4	5	6	7	8	9	10
Two or more talked at once						All listened; one person spoke			
Shared Leadership									
1	2	3	4	5	6	7	8	9	10
Few persons did anything to keep us on track						Shared leadership; all helped focus			
Results									
1	2	3	4	5	6	7	8	9	10
Could have achieved better working independently; Better results achieved working cooperatively									
Worth Your Time									
1	2	3	4	5	6	7	8	9	10
A total waste of time							Well worth every minute		