

Organising a Meeting Evaluation

Use the following checklist to assess your performance in organising your meeting:

- Was sufficient notice given?
- Was the time and venue made clear?
- Were all documents required made available?
- Was all equipment ready?
- Was there an agenda?
- Was the venue suitable?

You must suggest any possible improvements to the administrative support provided to the meeting. For example, was the agenda clearly set out? Did it state clearly the purpose of each agenda item making clear which were for discussion and which required a decision?