GGSCF Meeting Evaluation

Evaluator _____ Branch _____ Date_____

EVALUATION CRITERIA	Max. Suggested Score Range	Points Scored	Running Total
Starting on Time. Deduct one point for each minute the meeting is late to a max. of 10 points.	10		10
Was the **Agenda** prepared, distributed, and reviewed at the beginning of the meeting and people assigned for roles?	5		15
Were **minutes** taken? Was someone assigned and did they take notes?	5		20
Was **attendance** taken? Was everyone requested to sign in?	5		25
Did the **Chair control the meeting**? Deduct points if other people take control.	5		30
Follow agenda, everyone stay on topic. Were all parts of the agenda covered or followed? deduct marks if not.	10		40
Content of presenters. Prayer, speech, service, quotation, lesson of the month, reports on events.	20		60
Did everyone listen to others? Remove marks for talking or when people are distracted or show no respect to others.	5		65
Interaction. was there constructive feedback/criticism and were questions asked and answered?	5		70
Did everyone take part? If someone does not speak take off points, especially in the "Around the Room" session.	10		80
Were **action items summarized**? What needs to be done, deadlines for events, who is responsible for the follow up etc.	5		85
Was the meeting **fun and enjoyable**? Did everyone keep interest or was it boring?	5		90
Did the meeting **end on time**? End time is 10 minutes before the two hours are up. So if the meeting started at 7pm the end time is 8:50 pm. Deduct one point for each minute over this time, to a max. of 10 points.	10		100
TOTAL MEETING SCORE (out of 100) **=**			

Leadership Award for the month given to: _____

Give reasons why this person was given the award: _____

_____

Leadership, hard work, achievement, courage, dedication, commitment, service, example to others etc.