

Briefing Evaluation Format

Ratings: 1=Excellent, 2=Above Average, 3=Average, 4=Below Average, 5=Bad	
Statement	Rating
Facilities/Equipment	
1. The room size and/or setup were appropriate.	
2. Chairs and writing surfaces were comfortable.	
3. Environmental conditions (heat, air, light, sound, etc.) were satisfactory.	
4. Necessary equipment and display options were available.	
Presentations	
5. The talker(s) was prepared and knowledgeable.	
6. The topic(s) contributed to the overall purpose.	
7. Accompanying materials and/or visuals contributed to the topic(s).	
8. Amble time was allotted for Questions and Answers	
9. The pace of the briefing was appropriate for purpose (not too slow or too fast).	



Meeting Evaluation Format

Ratings: 1=Excellent, 2=Above Average, 3=Average, 4=Below Average, 5= Bad	
Statement	Rating
Roles	
1. Facilitator kept members focused and encouraged participation.	
2. Members all participated in the process and took actions as appropriate.	
3. Recorder clearly captured data and aided group progress.	
4. Observers/Talkers knew their role and met that objective.	
Process	
5. An agenda was prepared, reviewed, and accomplished within start/end timeframe.	
6. Methods for idea generation, problem solving, and/or decision-making worked.	
7. Processes to be used were agreed upon and adhered to fully.	
8. Action items and next meeting agenda identified.	
9. The pace of the meeting was appropriate for purpose (not too slow or too fast).	
10. The meeting accomplished its primary purpose.	

If using Effectiveness Scale as noted in Introduction: 5=20% , 4=40% , 3=60% , 2= 80% , 1=100%

* NOTE: It is permissible to copy this form for meeting/ briefing use as practice. *
R.A!R.A! A Meeting Wizard's Approach