



CHECKLIST

Sample Meeting Evaluation + / Δ

PURPOSE

At the end of a meeting, complete an evaluation to identify what processes worked during the meeting and what processes need improvement. By completing an evaluation, you will be able to make changes to make sure future meetings run more efficiently.

When to Use

Use this tool after a meeting.

Who Uses

Co-leads.

How to Use

At the end of your next meeting, complete an evaluation using the plus/delta method, following the directions attached to the tool.

CHECKLIST FOR A SAMPLE MEETING EVALUATION

	On a blank chart pad or whiteboard, draw a line down the middle to create two columns. Label one with a “+” and the other with the Δ (change symbol). You also can write the titles, “What worked?” and “What could be improved?”	
	Ask for team members to share their feedback.	
	Use this information for future reference. For any areas that need improvement, make sure you find a way to improve these areas before your next meeting.	
	What Worked +	What Could Be Improved Δ
	<ul style="list-style-type: none"> • Great ideas • New sense of possibility and direction • New ways of looking at issues • Using a facilitator • Pairing off to brainstorm ideas • Confirming agreements at end of meeting • High confidence that we will succeed 	<ul style="list-style-type: none"> • Defensiveness at the beginning • Need to have store managers attend next meeting—get their ideas • We didn’t all return promptly from break • We should share responsibility for recording