UBTC MEETING EVALUATION

PURPOSE:

By completing an evaluation, you will be able to make changes to make future UBTC meetings run more efficiently.

When to Use:

At the end of a UBTC meeting.

How to Use

Complete this evaluation to identify which processes worked and which processes need improvement. Use the two column What Worked/What Could be Improved method.

SAMPLE MEETING EVALUATION:	DONE ✓
On a flipchart or whiteboard, draw a line down the middle to create two columns. Label one with the title "What worked?" and the other with the title "What could be improved?"	
Ask for team members to share their feedback. Write down what they say in each column. See examples below.	
Use this information for future reference. For any areas that need improvement, co-leads will make sure to find a way to improve these areas before the next UBTC meeting.	

What WORKED	What could be IMPROVED
• Great ideas • New sense of possibility & direction • New ways of looking at issues • Using a facilitator • Paring off to brainstorm ideas • Confirming agreements at end of meeting • High confidence that we will succeed	• Defensiveness at the beginning • Need to stop criticisms of brainstormed ideas • We didn't all return promptly from break • We should share responsibility for recording

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