YES or NO

_____ Does the meeting have a proper agenda?
_____ Does the board read and approve minutes from a previous meeting?
_____ Does the chairperson call the meeting to order on time and keep the meeting moving?
_____ Do all of the members use parliamentary procedure when appropriate?
_____ Is the business of the meeting conducted in a timely manner?
_____ Are guests introduced and made to feel welcome?
_____ Are all of the announcements short and to the point?
_____ Does the chairperson avoid doing all of the talking?
_____ Is one person dominating the conversation?
_____ Do all or most of the members have an opportunity to talk during the meeting?
_____ Are the members respectful in conversation? Disagreement?
_____ Do members of the meeting appear to feel judged for their comments?
_____ Is the room large enough for everyone to be seated comfortably?
_____ Are the elements of a proper meeting space met?
   (Hint: nearby restrooms, well lit, comfortable seating, everyone is able to see and hear-)

What was discussed in the meeting?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

List two questions you have of the individuals in the meeting you attended.
(If given time on the agenda, ask these questions and briefly record their answers.)

Question 1. ______________________________________________________________________
______________________________________________________________________

Question 2. ______________________________________________________________________
______________________________________________________________________