

NTSE Meeting Evaluation

Place: _____ Dates: ____ - ____ / ____ / _____

<i>Circle one number for each statement.</i>	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
Meeting Preparation					
1. I was notified in sufficient time to prepare.	1	2	3	4	5
2. I received an agenda and list of desired outcomes.	1	2	3	4	5
3. I understood why this meeting was being held and the specific outcomes expected.	1	2	3	4	5
4. I understood what was expected of me as a participant, and what was expected of the other participants	1	2	3	4	5
5. I understood the intended flow of the meeting (e.g., agenda, schedule, design, etc.) and when it would end.	1	2	3	4	5
Meeting Execution					
6. Most participants listened carefully to each other.	1	2	3	4	5
7. Most participants expressed themselves openly, honestly, and directly.	1	2	3	4	5
8. Agreements were explicit and clear, and conflicts were openly explored and constructively managed.	1	2	3	4	5
9. Things generally proceeded as intended (e.g., the agenda was followed, it ended on time) and the meeting achieved its intended purpose.	1	2	3	4	5
10. My participation contributed to the outcomes achieved.	1	2	3	4	5
11. At the end of the meeting, action items were clearly identified and assigned	1	2	3	4	5
12. Overall, I am satisfied with this meeting and I feel my time here has been well spent.	1	2	3	4	5