Attending and Chairing Meetings

## Attending a meeting – Reflection

After attending your next meeting, use this template to reflect on the following points:

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| **Name:** |  |
| **Title and date of meeting:** |  |
| **Was the objective of the meeting clear?** |  |
| **Did you prepare before the meeting?** If so, was this helpful? |  |
| **Was there a clear chair?** * How do you think they performed?
* Is there anything you would have done differently?
 |  |
| **Did you understand what your specific role in the meeting was?** |  |
| **Did you feel like you made a valid contribution?*** If yes, what made this the case?
* If no, how can this be improved next time?
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| **Did some people contribute more than others?** If so, did you think this was appropriate? |  |
| **If you were given the opportunity to attend this meeting again, is there anything that you would do differently?**If so, what? |  |