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? |  |
| **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? |  |