Attending and Chairing Meetings

## Feedback from Participant

After chairing your next meeting, use this template to ask for feedback on the following points:

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| **Name of Chair:** |  |
| **Title and date of meeting:** |  |
| **Were the meeting objectives clear?** |  |
| **Do you think the chairperson was well prepared for the meeting?** |  |
| **What do you feel like the chairperson did well?** |  |
| **Did you feel that everybody in the room had the opportunity to contribute?** |  |
| **Were there any areas you feel the chairperson could improve going forward?** |  |
| **At the end of the meeting, do you feel as though there was a clear set of actions?** |  |