**Measuring Meeting Success**

In evaluating the success of your meeting, ask yourself and other leaders the following:

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| **RESULTS (CONTENT)** | Did the meeting result in informed decisions?  Was the content interesting and relevant to the participants?  Did we meet the meeting objectives?  Did we meet participant expectations?  Do we know who’s going to handle next steps? |
| **PROCESS** | Did our processes help facilitate information exchange and decision-making?  Were we able and willing to adjust when needed?  Was our process well-facilitated?  Was it inclusive of all participants?  How was the pace and content flow of the meeting? |
| **RELATIONSHIP** | Did participants support each other and share responsibility for success?  Did everyone feel valued?  Did participants feel it was "safe" to participate? |

**References**

Adapted from *How to Make Meetings Work*, Doyle & Strauss, 2011.