

Meeting Evaluation: Plus / Delta

	+ What worked? What do we want to repeat?	▲ What can we do that will make our meeting better next time? (avoid complaints, make suggestions)
RESULTS: <ul style="list-style-type: none">• Achieved outcomes.• Completed agenda items.• Produced desired outputs.		
PROCESSES: <ul style="list-style-type: none">• Stayed on topic.• Used appropriate tools and techniques.• Used good questioning techniques.		
RELATIONSHIPS: <ul style="list-style-type: none">• Listened to one another.• Supported and encouraged one another.• Engaged all participants.		