Session 2 - Meeting Monitoring Checklist - Example
Monitoring Tool
<u>Meeting Activity Checklist</u>

Monitored by:
Name of Institution: **Location:**

Key Staff: **Type of meeting:**

Date:

No	Specific Questions	Yes	No	N/A	Comments
1	Was the meeting well organized?				Ask some as sample
	• Invitation				
	• Agenda				
	• Participant's list				
	• Facilitator				
	• Documents shared as handout				
2	Was the meeting conducted in the proper place?				
	• Clean				
	• Have no noisy				
	• Enough light				
	• fresh air				
3	Material condition				
	• Sound system is good enough				
	• Was the screen visible for every body?				
	• White board, marker. etc				
4	Are the right people who come to attend this meeting?				**%**
	• If No please specify who is?				
	•				
5	Did the meeting follow the agenda?				
6	If No Please clarify which other topics were added				
	•				
	•				
	•				
7	What was the meeting methodology?				
	• Passive?				
	• Active/Participated?				
	• Friendly discussion?				
8	Problems were identified by the meeting				
	•				
	•				
	•				
	•				
9	Did the meeting solve those problems?	**Yes**	**#**	**%**	
	If Yes How many?				

	•				
	•				
	•				
	•				
10	If No please explain how many? And why?	**No**	**#**	**%**	
	•				
	•				
	•				
	•				
	•				
11	**Issues**	**Causes**		**Idea to solve**	

Reported by   date