

Board meeting evaluation template

Category	Rating (1-5)	Comments
Meeting Preparation		
<ul style="list-style-type: none"> • Clarity and timeliness of agenda 		
<ul style="list-style-type: none"> • Adequacy of pre-meeting materials 		
Meeting Logistics		
<ul style="list-style-type: none"> • Start and end time adherence 		
<ul style="list-style-type: none"> • Suitability of meeting space 		
Meeting Facilitation		
<ul style="list-style-type: none"> • Chair's effectiveness in managing discussions 		
<ul style="list-style-type: none"> • Encouragement of participation from all board members 		
<ul style="list-style-type: none"> • Adherence to agenda and time allocation 		
Meeting Content and Discussion		
<ul style="list-style-type: none"> • Importance and relevance of agenda topics 		
<ul style="list-style-type: none"> • Depth and quality of board discussions 		
<ul style="list-style-type: none"> • Clarity of decisions and action items 		
Overall Effectiveness		
<ul style="list-style-type: none"> • Feeling of being well-informed and prepared 		
<ul style="list-style-type: none"> • Feeling of board's effectiveness in fulfilling its duties 		
<ul style="list-style-type: none"> • Overall value of meeting for your time 		

Simplify your board meetings and streamline collaboration using board portal solution.

According to the [board portal comparison](#), experts recommend the [iDeals' board portal](#) as the number one board management software:



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