

Long-Range Facilities Task Force

Meeting Evaluation Form

Date: May 7, 2013

Norms and/or Operating Procedures	Strongly Agree	Agree	Disagree	Strongly Disagree	Does not Apply
1. The meeting started and ended on time.					
2. We stayed focused on the tasks(s) at hand.					
3. Side bar conversations were minimized.					
4. Team members were prepared when they arrived. <ul style="list-style-type: none"> • Documents were read and surveys or assignments completed prior to arrival. 					
5. Conversations and decisions were centered in what will be best for all PASD students and community.					
6. When necessary, issues were parked for further reflection and follow-up.					
7. We stayed in the “truth” or the facts w/o fear of repercussions.					
8. Our focus remained on our charge.					
9. Opinions, thoughts and feelings shared were respected and without fear.					
10. All voices are heard. Air time was equitably shared.					
11. Norms are flexible enough to allow for modification.					
12. Reports of feedback communication indicated honest feedback presented without bias.					
13. Members were able to change their mind about a particular issue.					
14. Good intent was assumed throughout the meeting.					
15. Norms were monitored and reviewed by the facilitator.					

Strengths of this meeting:

Comments/Suggestions for Improvement: