Evaluation of Virtual Meetings

1. Develop a system for organizing and tracking records of communication, attendance, poll results, participant feedback, Q&A sessions, agendas, meeting materials, and host/facilitator debrief sessions in one central and shareable location.
2. Define success based on the type of meeting and identify metrics (numbers of participants, pre- and post-survey responses, expanded partnerships, action items assigned, etc.).
3. Make tools in advance so they are ready for use during or immediately following the meeting, such as surveys, forms, observation checklists, or other templates.
4. Share materials, including meetings notes, answers to questions that arose during the call, slides, recordings, and other resources within a week of the meeting, especially if you'll be administering a survey to collect feedback.

Team Debrief
- Was the agenda too packed to accomplish the meeting goals or hear from participants?
- Was the meeting scheduled at a time that only worked for a few individuals?
- Is attendance declining with each meeting? If so, how can we adjust?
- Were the transitions between breakout rooms and the main session smooth?
- Were there technical issues that need to be investigated before the next meeting?
- Were there any relationship issues among participants or between participants and hosts/facilitators that need to be addressed?

Sample Participant Feedback Questions
- Was there enough time to absorb the information before being asked for feedback?
- At the end of each meeting, were the next steps or action items clear and transparent?
- Was the agenda clear?
    o Did the meeting achieve its stated objectives?
- Were the instructions for the activities clear?
    o Were the activities engaging?
- Was the facilitation style effective for accomplishing the meeting objectives?
- Were the collaboration platforms used effective for accomplishing the meeting objectives?
- Was this meeting a good use of our time?
    o How confident are you that we will accomplish our shared goals?
- How can future meetings be improved?
    o How can the hosts/facilitators best support your participation in future meetings?
- What inspires you or gives you hope after our meeting?
    o What worked best during this meeting?

Additional Resources
- SOPHE: Coalition Building
- Section 4: Rating Member Satisfaction by Community Tool Box
- Partnership Evaluation Guide by NACCHO
- Evaluating Partnerships: Learning and Growing Through Evaluation by CDC