



**Growing your business...**  
has just gotten a whole lot easier!

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## Meeting Assessor

Constructive Feedback is critical to growth and success. As Meeting Assessor, you will evaluate the general flow of the meeting and report on a list of provided topics. The betterment of the meeting as a whole rests on your constructive feedback. This duty is a major contribution to the growth and success of your group.

### Your duties:

- ✓ Closely watch everything that happens during the meeting and make notes on the **Meeting Assessment Sheet**
- ✓ Report to the group a brief, 2-minute overview of the meeting
- ✓ Give completed Meeting Assessment Sheet to the Meeting Leader

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### Tips for a successful evaluation

- Pay very close attention to the details of the meeting using the Meeting Assessment Sheet as a guide
- Take clear and concise notes
- Stand to present your assessment
- Address the meeting, not any one individual
- Keep your evaluation positive. If improvement is needed, state what you feel might have worked better
- Keep the betterment of the entire group as your forefront
- Be positive and supportive and give honest feedback