

Requirements and Specification, ESOF 328, Spring 2020

Feedback for Meeting Leader

Updated: Jan. 25, 2020

Pre-meeting:

- Agenda is sent at least 24 hours in advance.
- Materials are sent at least 24 hours in advance

During the meeting:

- Meeting started on time
- Meeting overview is given along with the meeting agenda
- Previous decisions are quickly reviewed
- Visual aids are used effectively
- Useful and accurate information is obtained and decisions are clearly noted
- Professionalism and respect is shown to all participants
- Client/participant questions are answered accurately

Post-meeting:

- Follow up on outstanding issues is within a reasonable time-frame (within the next 48 hours unless there is a compelling reason for taking longer)
- Brief thank you email is sent within 24 hours after meeting and specifies any outstanding items and major decisions