

## Evaluation of a meeting session – Troop 22

Each session at a troop meeting should contain some or all of these elements. After the meeting an evaluation should take place with these criteria as the points for discussion.

Presenter \_\_\_\_\_

Date \_\_\_\_\_ Session topic \_\_\_\_\_

**Written Plan** prior to session and modified during the session that includes:

- 1) Objective of the session \_\_\_\_\_
- 2) Equipment needed \_\_\_\_\_
- 3) Resources (people, books, online material obtained and used) \_\_\_\_\_
- 4) Location for session and arrangement of learners \_\_\_\_\_
- 5) How much time allotted, needed, and used. \_\_\_\_\_
- 6) Written plan was discussed with an advisor at least once before presented \_\_\_\_\_

**Session – How it went**

- 1) Learners were made aware of the objective \_\_\_\_\_
- 2) A diagnosis of their prior knowledge was attempted \_\_\_\_\_
- 3) Active learning (not strictly lecture) \_\_\_\_\_
- 4) Clear directions for all activity/movement \_\_\_\_\_
- 5) Learners were attentive (problems handled appropriately) \_\_\_\_\_
- 6) Visual Aids were clear and easy to see, appropriate to support the objective \_\_\_\_\_

**Were the objectives met?**

**What is the evidence?**

**What should be done to improve the session?**