

Virtual Meeting Communication Effectiveness Sheet

Date:

Meeting Title:

Facilitator:

Participants:

Key Agenda Items Discussed:

Criteria	Evaluation / Notes
Clarity of Communication	<div></div>
Active Participation	<div></div>
Use of Visuals/Materials	<div></div>
Time Management	<div></div>
Technical Quality	<div></div>
Respect and Engagement	<div></div>

Key Outcomes/Decisions:

Action Items & Responsibility:

Suggestions for Improving Future Meetings: