

USER GUIDE

How to Use the MET - The Meeting Evaluation Tool



“Practice continuous improvement—every meeting is a chance to get a little bit better.”

What is the MET?

The MET provides a meeting leader with two key pieces of information—assessments on how well meeting participants believe their time was used and specific, actionable changes they recommend for making even better use of their time in the next meeting.

Why just two factors? Because approaching change in small, incremental steps not only reduces stress it increases the speed to improvement. Instead of shooting for a big breakthrough, you accumulate many small ‘wins’ to increase your effectiveness one meeting at a time.

Simply put, it is easier to build a new skill one piece at a time instead of trying to create the whole system all at once. The MET gives you quick, frequent feedback coupled with specific change requests from meeting participants.

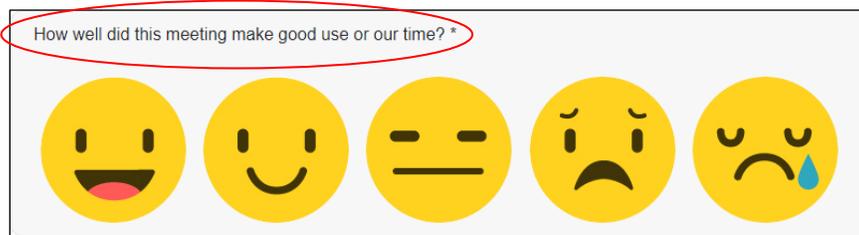
And, the MET is easy. Simply initiate a survey and then automatically receive a feedback report on a schedule that you set.

Routine, actionable feedback is the path to continuous improvement and, in so doing, the path to being recognized as a leader who can make good meetings happen.

What Does the MET Measure?

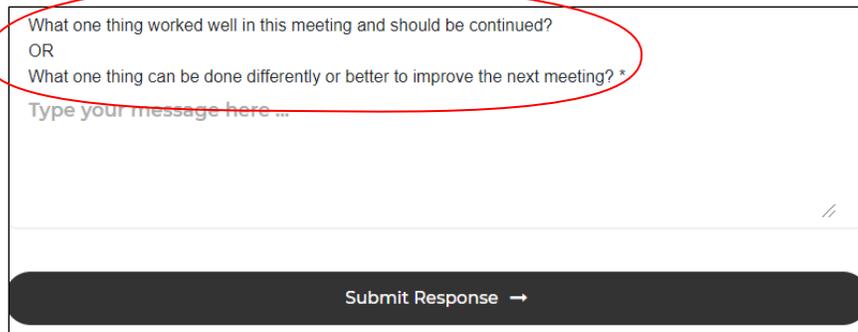
The MET provides immediate feedback from meeting participants on just two questions.

Question 1: Because peoples’ time is the most valuable part of a meeting, the first question asks,



All the meeting participant needs to do is click the emoji that best describes their opinion.

Question 2: And, because feedback works best when it is specific, the second question asks,



What one thing worked well in this meeting and should be continued?
OR
What one thing can be done differently or better to improve the next meeting? *

Type your message here ...

Submit Response →

All the meeting participant needs to do is click the “Submit Response” button.

Is the MET for You?

If you want to improve, one meeting at a time, the MET is a good fit. The idea behind this tool is to get immediate, real-time feedback to learn what your meeting participants most need—that is, what’s working and what’s not working in your meetings. The MET is a good way to consistently increase the productivity of meetings.

Privacy

To protect your privacy and keep your Meeting Participants off unwanted mailing lists, the Cooperation Company will not receive information on who the survey is sent to or a copy of the closing report.

How to Use the Met

The MET software is easy to use (i.e., a minimal learning curve—Yeah!).

Roles in the MET survey:

Meeting Sponsor—this is the person who initiates (sets up) the survey. They decide which Meeting Participants will be asked to complete an evaluation. The Sponsor is one of the two people receiving the closing report.

Meeting Leader—this is the person responsible for running the meeting and the person being evaluated. They are the second person receiving the closing report. The Meeting Sponsor and the Meeting Leader can be the same person (in which case he/she will receive two copies of the closing report).

Meeting Participant—these are the people in the meeting who respond to the request to provide an evaluation. Participants do not receive the closing report.

Interactions with the MET software:

Survey Set Up—the Meeting Sponsor initiates a survey by visiting, <https://cooperationcompany.com/meetingevaluationtool> and completing a setup form. The Meeting Sponsor then receives a unique link and QR code to the survey form. The Meeting Sponsor then provides the link to Meeting Participants with a request to complete

an evaluation. Below are screenshots showing how to complete the setup, though it is self-explanatory to the user.

Participant's Survey Form—the Meeting Participants respond to the Meeting Sponsor's request to provide their evaluation by simply clicking the link or QR code. The two-question survey is quick and easy for participants to complete and is automatically administered. Below are screenshots showing how to use this form, though it is self-explanatory to the user.

Closing Report—this report is automatically generated and is a simple listing of each Meeting Participant's evaluation with the identity of the Meeting Participant not disclosed. Only the Meeting Sponsor and the Meeting Leader receive a copy of the closing report. This report is not retained in the MET system, so be sure to keep a copy if you need it.

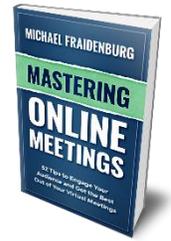
On the following pages you will find a page-by-page description of the MET and its use.

Congratulations on your investment of time and energy to continuously improve your meetings. That is a good investment in your productivity and effectiveness, not to mention an important investment in your leadership skills.

About the Developers



MICHAEL FRAIDENBURG designs and delivers facilitation services ranging in format from small technical and task-oriented workgroups to large-audience conferences. He has extensive experience facilitating science-intensive issues and, as a certified mediator, facilitating problem solving and conflict resolution. His facilitation experience includes international panels, discovery and coordination meetings of regional groups, program evaluations, team planning, and controversial meetings of angry stakeholders. Mike has facilitated meetings for 40+ years and taught facilitation skills for the last 20 years in both online and in-person meeting rooms. He is the author of *Mastering Online Meetings - 52 Tips to Engage Your Audience and Get the Best Out of Your Virtual Meetings* (available at <https://tinyurl.com/MasteringOnlineMeetings>).



From Mike: Writing this book supports my belief that it takes cooperation to create change in today's complex world. We hold meetings to design these positive changes. Considering how much time we spend in meetings it is a shame to waste that time and the talents of our meeting participants.

Contact Michael at MikeF@CooperationCompany.com ~ Washington State, USA



JACOB ALI develops applications, digital solutions, and programs for government agencies, non-profits, startups, and established businesses. He is a twenty-three years young programming graduate and has been working as a programmer, tech team lead, and software developer for the last 4 years. He, and his team, offer six types of services: web development (website, CRM, web application), mobile application development (native app development for both android and iOS and hybrid mobile apps), problem solving using programs and DevOps, cloud configuration, UI/UX designs, and project management.

From Jacob: My team believes, 'If you can imagine it, we can make it.' Just send us your queries to see how we can apply our tech skills to meet your needs.

Contact Jacob at ntrc.asdlaner@gmail.com ~ Lahore, Pakistan

How to Use the Software

Meeting Sponsor's Setup Form



teamtools from **THE COOPERATION COMPANY**

Survey Sponsor's Setup Page

Name Type your name ... **Meeting Sponsor's name.**

Email Type your email ... **Meeting Sponsor's email address. They receive the first copy of the Closing Report.**

Meeting Name Type the Meeting Leader's name and the meeting duration ... **Unique identifier name that you give to the meeting.**

Duration

Day(s)	Hour(s)	Min(s)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Countdown timer that you set for how long you want the survey to run.

Meeting Leader's Email Type their email ... **Email for the person being evaluated (i.e., the Meeting Leader). They receive the second copy of the Closing Report.**

[User's Guide](#)

Create Meeting Survey

Click to generate the survey. The Meeting Sponsor will immediately receive a page with the link to the survey to send to the meeting participants. An email with the link will also be sent to the Meeting Sponsor. See below for screen shots.

Meeting Sponsor's Link Page

Automatically returned to the Meeting Sponsor
after clicking the "Create Meeting Survey" button, above.

Hi Michael Fraidenburg,

We have created a New survey for Example Survey.
You will get the PDF file of responses collected for this survey on 2020-03-30 (15:22).
Your participants can take part to this survey using the link given below:
<https://cooperationcompany.com/survey?meeting=Example+Survey&id=60&t=15:22&d=2020-03-30>

Or by scanning the QR Code:



An Email is also sent for more information.

Meeting Participant's Input Form



teamtools from **THE COOPERATION COMPANY**

Better Meetings Survey

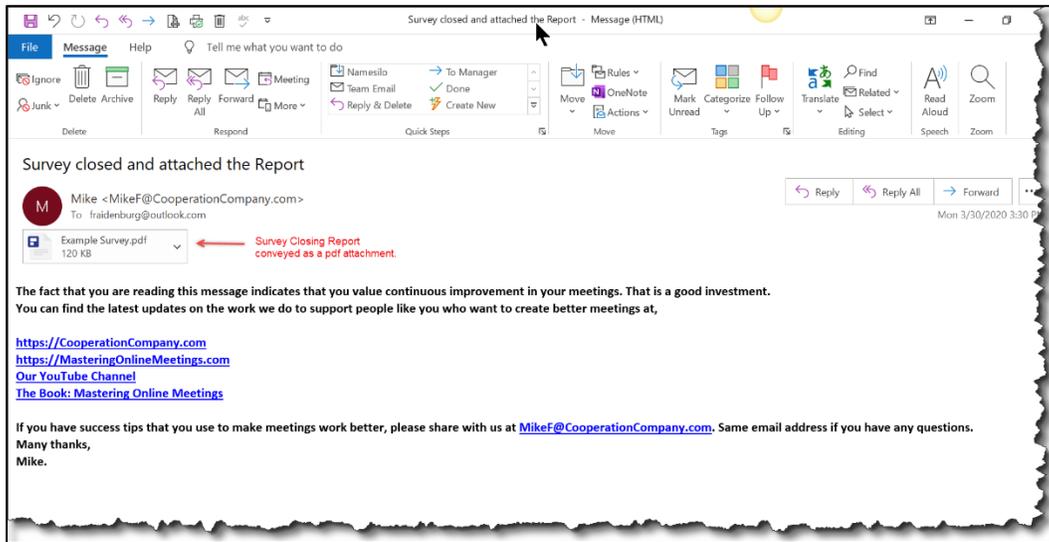
Participation Ends After [0d 23h 58m 54s] ↙ Countdown timer that actively counts while the meeting participant has this page open.

Email Meeting participant enters their email address.

Meeting Name Unique name of the survey that is automatically entered.

[Back to website](#)

Conveyance Email with the Survey Completion Report Attached
This email is sent to the Meeting Sponsor and the Meeting Leader,
not to Meeting Participants.



Closing Report

Sample Closing Report
with feedback from two participants.



Here Are Your Meeting Evaluation Results
Thanks for working to continuously improve your meetings!

Meeting Name: Example Survey

Question 1: How well did this meeting make good use of our time? *



First participant's
evaluation and
recommendation.

Question 2: What one thing worked well in this meeting and should be continued?
OR

What one thing can be done differently or better to improve the next meeting? *

Create a more specific agenda next time.

Meeting Name: Example Survey

Question 1: How well did this meeting make good use of our time? *



Second participant's
evaluation and
recommendation.

Question 2: What one thing worked well in this meeting and should be continued?
OR

What one thing can be done differently or better to improve the next meeting? *

The 'next steps' action list at the end of the meeting worked great!

The Closing Report continues with additional
participant-by-participant listings.