

## EVALUATION AND CONTINUOUS IMPROVEMENT

TAC committee Chairs may want to spend some time at the end of meetings to briefly identify meeting effectiveness and identify areas for improvement.

The Stop/Start/Continue exercise is a good way of gathering quick feedback on meetings. Participants answer the following questions:

STOP	What should we <u>stop</u> doing at our meetings because it is not working or creating problems?
START	What should we <u>start</u> doing because it is not presently being done and would really help us be more effective?
CONTINUE	What should we <u>continue</u> doing in our meetings because it really works and we don't want to lose the benefits of this practice?

Information can be gathered through cards completed by participants, blank sheets of paper or on flip chart paper.

The Chair may also choose to do a group evaluation of the meeting by facilitating a brief debrief discussion using “structured rounds” or some other facilitation technique. A key question to ask is “Did we accomplish our desired outcomes? If not, why not?”