



MEETING QUESTIONS

<p>Meeting Date: _____</p> <p>Meeting: _____ (Type of meeting)</p> <p>Meeting Management:</p> <p><input type="checkbox"/> Preparation (agenda completed)</p> <p><input type="checkbox"/> Time (started/ended on time)</p> <p><input type="checkbox"/> Minutes Taken</p> <p><input type="checkbox"/> Decisions/changes made and posted</p> <p><input type="checkbox"/> Meeting Evaluation done at end of meeting</p> <p>Make hash marks to represents questions asked in each category...</p>	<p>Level 1: Knowledge — exhibits previously learned material by recalling facts, terms, basic concepts and answers.</p> <p>Key Words: who, what, why, when, omit, where, which, choose, find, how define, label, show, spell, list, match, name, relate, tell, recall, select</p>	<p>Level 2: Comprehension — demonstrating understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions and stating main ideas.</p> <p>Key Words: compare, contrast, demonstrate, interpret, explain, extend, illustrate, infer, outline, relate, rephrase, translate, summarize, who, classify</p>	<p>Level 3: Applications — solving problems by applying acquired knowledge, facts, techniques and rules in a different way.</p> <p>Key Words: apply, build, choose, construct, develop, interview, make use of, organize, experiment with, plan, select, solve, utilize, model, identify</p>	<p>Level 4: Analysis — examining and breaking information into parts by identifying motives or causes; making inferences and finding evidence to support generalizations.</p> <p>Key Words: analyze, categorize, classify, compare, contrast, discover, dissect, divide, examine, inspect, simplify, survey, take part in, test for, distinguish, list, distinction, theme, relationships, function, motive, inference, assumption, conclusion</p>	<p>Level 5: Synthesis — compiling information together in a different way by combining elements in a new pattern or proposing alternative solutions.</p> <p>Key Words: build, choose, combine, compile, compose, construct, create, design, develop, estimate, formulate, imagine, invent, make up, originate, plan, predict, propose, solve, solution, suppose, discuss, modify, change, original, improve, adapt, minimize, maximize, delete, theorize, elaborate, test, improve, happen, change</p>	<p>Level 6: Evaluation — presenting and defending opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria.</p> <p>Key Words: award, choose, conclude, criticize, decide, defend, determine, dispute, evaluate, judge, justify, measure, compare, mark, rate, recommend, rule on, select, agree, interpret, explain, appraise, prioritize, opinion, support, importance, criteria, prove, disprove, assess, influence, perceive, value, estimate, influence, deduct</p>
<p>Learnings:</p>						

C
O
M
M
E
N
T
S