

In-Person Meetings Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Think about the meeting identified above. Comment on the meeting process rather than individual colleagues or confidential decisions. You may skip any question.

1. Before the meeting, how clear was its purpose?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear

2. Before the formal start, did you have a chance to connect with other attendees?

- ☐ Yes
- ☐ No
- ☐ I did not want or need to
- ☐ I do not remember

3. How relevant was the discussion to your role in the meeting?

- ☐ Not at all relevant
- ☐ Slightly relevant
- ☐ Moderately relevant
- ☐ Very relevant
- ☐ Extremely relevant

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4. How much opportunity did you have to contribute when you wanted to?

- ☐ None
- ☐ A little
- ☐ Some
- ☐ A lot
- ☐ As much as I needed
- ☐ I did not want or need to contribute

5. How well was the scheduled meeting time used?

- ☐ Very poorly
- ☐ Somewhat poorly
- ☐ Neither well nor poorly
- ☐ Somewhat well
- ☐ Very well

6. At the end, how clear were any next steps relevant to you?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ No next steps were needed

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7. What should the organizer change for a similar meeting?
