

Meeting Evaluation Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Answer about the meeting named in the invitation. All questions are optional. Comment on the meeting process rather than rating individual colleagues. Do not include confidential project information or name other attendees.

1. How clear was the purpose of the meeting before it began?

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

2. How relevant was the discussion to the meeting's stated purpose?

- ☐ Not at all relevant
- ☐ Slightly relevant
- ☐ Moderately relevant
- ☐ Very relevant
- ☐ Extremely relevant
- ☐ No purpose was stated
- ☐ Not sure

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3. How much opportunity did you have to contribute when you had something relevant to add?

- ☐ None
- ☐ A little
- ☐ Some
- ☐ Plenty
- ☐ As much as I needed
- ☐ I had nothing to add
- ☐ Not sure

4. How well was the meeting time used?

- ☐ Very poorly
- ☐ Somewhat poorly
- ☐ Neither poorly nor well
- ☐ Somewhat well
- ☐ Very well
- ☐ Not sure

5. How clear were the next steps at the end of the meeting?

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

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6. What part of the meeting was most useful?

7. What one change would improve the next meeting?
