

# Meeting Feedback Tool

*Use this to gain baseline assessment and feedback for fine tuning*

Please take a moment to provide the leader feedback on this meeting.

**STEP ONE** - List the two things that would most help this meeting to be better next time:

**Helpful - Keep Doing**

Why helpful?

**Not so Helpful - Change, Do Less of**

Is there a useful alternative?

**STEP TWO** - Rating Today's Meeting

**Rate by circling number**

**Rating Scales**

**Y = Yes    N = No    ? = Not Sure**

**Process and Content Evaluation**

1. I felt the meeting started on time
2. I think the right people were in attendance
3. I received a clear written meeting agenda
4. The desired outcome(s) were clearly stated

**Not Really**

**Fully**

5. We stayed focused on the agenda items
6. We had appropriate handouts and background info.
7. Everyone came prepared
8. There was appropriate discussion and interaction
9. All participants contributed – no one held back
10. We had good ideas and solutions
11. Clear actions and next steps were identified
12. The meeting stayed on track and followed the type – we avoided the “meeting within a meeting” syndrome

1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA
1	2	3	4	5	6	7	NA

**STEP THREE** - How effective was this meeting in accomplishing the stated goals and outcomes:

Was Not	A Little		Somewhat		Mostly		Fully		
1	2	3	4	5	6	7	8	9	10