[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Meeting Feedback Form

Improving meetings with evidence: usefulness, length, clarity of actions, and one suggestion, collected after every meeting.

Meeting details: Meeting: _____ **Date:** _____ **Chair:** _____

Collected by: _____ **Your role (optional):** _____

Prepared by: _____ **Owner:** _____ **Version:** 1.0

Usefulness

Question	Rating 1–5	Comment
Overall usefulness		
Relevance to your work		
Quality of discussion		

Clarity of decisions and actions

Question	Rating 1–5	Comment
Decisions were clear		
Actions have owners and dates		
Next steps understood		

Length and format: Meeting length (minutes): _____ **Length rating:** Too short / About right / Too long **Format preference:** In person / Video / Hybrid **Best meeting length:** _____ **One improvement suggestion: One change that would improve this meeting most:** _____ **What should be dropped:** _____

What should be kept: _____

Completion checklist: [ ] Ratings are given for usefulness, clarity, and format - not just an overall score.

[ ] The one improvement suggestion is specific enough to act on.

[ ] Feedback is summarised with themes and shared with attendees.