

Attachment: Meeting feedback

Number of methodological Tool	EUPA_LO_072_M_001
Number of attachment	EUPA_LO_072_M_001_Att1

Meeting Feedback

Please share your feedback regarding the recent meeting in this very brief survey. We appreciate your responses.

1. Overall, please tell us how productive the meeting was using a 1 to 5 scale where 1 means not at all productive and 5 means extremely productive.

	Not at all productive	A little productive	Neutral	Mostly productive	Extremely productive
How productive was the meeting?	1	2	3	4	5

2. Please tell us why you feel that way about how productive the meeting was.

.....

Now we have a few questions about the meeting content and its organization. Please tell us your level of agreement with the following statements about the meeting using a 1 to 5 scale, where 1 means you strongly disagree and 5 means you strongly agree. If a statement does not apply to the meeting you attended, please select "NA."

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
3. The meeting objectives were clearly communicated in advance of the meeting	1	2	3	4	5	-

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Now we have a few questions about the meeting content and its organization. Please tell us your level of agreement with the following statements about the meeting using a 1 to 5 scale, where 1 means you strongly disagree and 5 means you strongly agree. If a statement does not apply to the meeting you attended, please select "NA."

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
4. The meeting objectives were met	1	2	3	4	5	-
5. Follow-up actions resulted from the meeting	1	2	3	4	5	-
6. Owners of follow-up actions were assigned	1	2	3	4	5	-
7. The meeting leader(s) effectively moderated the meeting	1	2	3	4	5	-
8. Meeting attendees had an opportunity to participate	1	2	3	4	5	-
9. The right people were invited to the meeting	1	2	3	4	5	-

We would also like your feedback on the meeting logistics. Please tell us your level of agreement with the following statements using a 1 to 5 scale, where 1 means you strongly disagree and 5 means you strongly agree. If a statement does not apply to the meeting you attended, please select "NA."

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
10. The meeting was the appropriate length of time	1	2	3	4	5	-
11. The meeting location fit all of the attendees comfortably	1	2	3	4	5	-
12. The speakers were easily	1	2	3	4	5	-

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	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
heard						
13.The presentation was easily seen	1	2	3	4	5	-

14. Did the meeting start on time?

Yes No

15. Did the meeting end on time?

Yes No

16. What did you find most effective about the meeting?

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17.What did you find least effective about the meeting?

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18. Do you have any other comments?

THANK YOU FOR YOUR TIME!

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