

Attachment: Meeting feedback filled in

Number of methodological Tool	EUPA_LO_072_M_001
Number of attachment	EUPA_LO_072_M_001_Att2

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Meeting Feedback 1

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.

It started very late

.....

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	-
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	-

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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
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 heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

14. Did the meeting start on time?

Yes **No**

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15. Did the meeting end on time?

Yes **No**

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

We agreed on goals

.....

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

-

.....

18. Do you have any other comments?

I had to leave before the ending because of another appointment ...

THANK YOU FOR YOUR TIME!

Meeting Feedback 2

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.

We solved what we needed

.....

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	-
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	-

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

14. Did the meeting start on time?

Yes **No**

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15. Did the meeting end on time?

Yes **No**

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

Goals agreement

.....

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

There were moments when many people were talking at the same time

.....

18. Do you have any other comments?

NO

THANK YOU FOR YOUR TIME!



Meeting Feedback 3

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.

As usual

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	-
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	-

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	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
7.The meeting leader(s) effectively moderated the meeting	1	2	3	4	5	-
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9.The right people were invited to the meeting	1	2	3	4	5	-

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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 heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

14. Did the meeting start on time?

Yes **No**

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15. Did the meeting end on time?

Yes No

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

Finalization of the following steps

.....

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

Moderator

.....

18. Do you have any other comments?

-

THANK YOU FOR YOUR TIME!



Meeting Feedback 4

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.

Too much discussion about nothing ...

.....

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	-
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	1	2	3	4	5	-

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	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
were assigned						
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	-

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	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 heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

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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?

Follow up was set clearly

.....

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

Discussions and disagreements

.....

18. Do you have any other comments?

Not sure, I arrived 20 minutes late

THANK YOU FOR YOUR TIME!

Meeting Feedback 5

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.

My ideas were not taken into account

.....

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	-
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	-

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

14. Did the meeting start on time?

Yes **No**

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15. Did the meeting end on time?

Yes **No**

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

-

.....

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

-

.....

18. Do you have any other comments?

-

THANK YOU FOR YOUR TIME!



Meeting Feedback 6

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	-
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	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
were assigned						
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 heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

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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?

Final agreement was quick

.....

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

Intranet connection was failing

.....

18. Do you have any other comments?

-

THANK YOU FOR YOUR TIME!

Meeting Feedback 7

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.

Technical problems

.....

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	-
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	-

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	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
7.The meeting leader(s) effectively moderated the meeting	1	2	3	4	5	-
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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."

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12. The speakers were easily heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

14. Did the meeting start on time?

Yes **No**

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15. Did the meeting end on time?

Yes **No**

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

Final outcomes

.....

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

Technical problems, time delay

.....

18. Do you have any other comments?

No

THANK YOU FOR YOUR TIME!



Meeting Feedback 8

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.

Time delays and some technical problems at the beginning

.....

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	-
4. The meeting objectives were met	1	2	3	4	5	-
5. Follow-up actions resulted from the meeting	1	2	3	4	5	-
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12. The speakers were easily heard	1	2	3	4	5	-
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?

-

.....

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

some people did not respect the set time frame

.....

18. Do you have any other comments?

no

THANK YOU FOR YOUR TIME!



Meeting Feedback 9

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.

I have seen better

.....

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
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12. The speakers were easily heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

14. Did the meeting start on time?

Yes **No**

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15. Did the meeting end on time?

Yes **No**

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

-

.....

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

Too many arguments and diversions of the discussion from the topic

.....

18. Do you have any other comments?

-

THANK YOU FOR YOUR TIME!



Meeting Feedback 10

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.

The goals were met

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
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6. Owners of follow-up actions were assigned	1	2	3	4	5	-

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12. The speakers were easily heard	1	2	3	4	5	-
13.The presentation was easily seen	1	2	3	4	5	-

14. Did the meeting start on time?

Yes **No**

Methodological Tool: < EUPA_LO_072_M_001_Att2>, < Meeting feedback filled in >

15. Did the meeting end on time?

Yes No

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

Meeting the objectives

.....

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

It ended very late, I had almost missed the following meeting

.....

18. Do you have any other comments?

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THANK YOU FOR YOUR TIME!

