Meeting Feedback Form

Circle the number that describes your opinion about the meeting. There are no right answers.

1. Goals of the meeting
   - **Poor**
     - Conflicting; unclear; unacceptable.
     - 1 2 3 4 5
   - **Good**
     - Clear; shared by all; endorsed with enthusiasm.

2. Participation in the meeting
   - **Poor**
     - Few dominate; some passive; some not listened to; several talk at once or interrupt.
     - 1 2 3 4 5
   - **Good**
     - All get in; all are really listened to; open and lively discussion.

3. Leadership of the meeting
   - **Poor**
     - Group needs for leadership not met; group depends too much on one or few persons; no direction or leadership.
     - 1 2 3 4 5
   - **Good**
     - A sense of direction is evident; leaders are allowed to emerge as needs for leadership arise; everyone feels free to volunteer to lead.

4. Decisions made during the meeting
   - **Poor**
     - No decisions were made; I feel uncommitted to the decisions made; bad decisions were made.
     - 1 2 3 4 5
   - **Good**
     - Good decisions were made; everyone felt like part of the decisions-making process; people feel committed to the decisions.

5. Your feelings during the meeting
   - **Poor**
     - I felt overwhelmed, controlled, and/or manipulated.
     - 1 2 3 4 5
   - **Good**
     - I freely expressed my thoughts; I felt understood; I felt supported by the participants.
6. Organization of the meeting

**Poor**
It was chaotic; too tightly controlled; poorly led.

**Good**
It was very organized; it was flexible enough for us to influence it; all went smoothly.

7. Relationship among meeting participants

**Poor**
Same as before; antagonistic; I don’t trust them; there is little potential for a future relationship.

**Good**
Improved; I trust them more than I previously did; I feel I got to know and understand them better; there is good potential.

8. Attitude about the meeting

**Poor**
Boring; waste of time; I disliked it.

**Good**
Interesting; helpful; productive; I liked it.

9. Content of the meeting

**Poor**
I didn’t learn much; not informative; not enough content; too much to process.

**Good**
I learned a lot; informative; content was useful; content was appropriate.

10. Productivity of the meeting

**Poor**
Did not accomplish much; no useful ideas emerged; it got us nowhere.

**Good**
Got a lot done; very fruitful; something will come from this meeting.

Additional Comments:
About the Conflict Resolution Program

The Conflict Resolution Program (CRP), part of the University of Delaware’s Institute for Public Administration (IPA) is a resource dedicated to supporting transformational and organizational change in nonprofit, public, government, and educational settings. This is done primarily through teaching and promoting effective communication, collaborative problem-solving, and conflict resolution.

To learn more about our work, visit

https://www.bidenschool.udel.edu/ipa/serving-delaware/crp