

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.

1

2

3

4

5

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.

1

2

3

4

5

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.

1

2

3

4

5

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.

1

2

3

4

5

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.

1

2

3

4

5

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>



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