

# Meeting Feedback Form

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

## 1. Goals of the meeting

<b>Poor</b> <i>Conflicting; unclear; unacceptable</i>	1	2	3	4	5	<b>Good</b> <i>Clear; shared by all; endorsed with enthusiasm</i>
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## 2. Participation in the meeting

<b>Poor</b> <i>Few dominate; some passive; some not listened to; several talk at once or interrupt</i>	1	2	3	4	5	<b>Good</b> <i>All get in; all are really listened to; open and lively discussion</i>
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## 3. Leadership of the meeting

<b>Poor</b> <i>Group needs for leadership not met; group depends too much on one or few persons; no direction or leadership</i>	1	2	3	4	5	<b>Good</b> <i>A sense of direction is evident; leaders are allowed to emerge as needs for leadership arise; everyone feels free to volunteer to lead</i>
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## 4. Decisions made during the meeting

<b>Poor</b> <i>No decisions were made; I feel uncommitted to the decisions made; bad decisions were made</i>	1	2	3	4	5	<b>Good</b> <i>Good decisions were made; everyone felt like part of the decisions-making process; people feel committed to the decisions</i>
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## 5. Your feelings during the meeting

<b>Poor</b> <i>I felt overwhelmed; controlled; and/or manipulated</i>	1	2	3	4	5	<b>Good</b> <i>I freely expressed my thoughts; I felt understood; I felt supported by the participants</i>
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**6. Organization of the meeting**

<b>Poor</b> <i>It was chaotic; too tightly controlled; poorly led</i>	1	2	3	4	5	<b>Good</b> <i>It was very organized; it was flexible enough for us to influence it; all went smoothly</i>
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**7. Relationship among meeting participants**

<b>Poor</b> <i>Same as before; antagonistic; I don't trust them; there is little potential for a future relationship</i>	1	2	3	4	5	<b>Good</b> <i>Improved; I trust them more than I previously did; I feel I got to know and understand them better; there is good potential</i>
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**8. Attitude about the meeting**

<b>Poor</b> <i>Boring; waste of time; I disliked it</i>	1	2	3	4	5	<b>Good</b> <i>Interesting; helpful; productive; I liked it</i>
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**9. Content of the meeting**

<b>Poor</b> <i>I didn't learn much; not informative; not enough content; too much to process</i>	1	2	3	4	5	<b>Good</b> <i>I learned a lot; informative; content was useful; content was appropriate</i>
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**10. Productivity of the meeting**

<b>Poor</b> <i>Did not accomplish much; no useful ideas emerged; it got us nowhere</i>	1	2	3	4	5	<b>Good</b> <i>Got a lot done; very fruitful; something will come from this meeting</i>
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**Additional Comments**

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## 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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