Ashford Business Services Ltd

Meeting Feedback Form

Improving meetings with evidence: usefulness, length, clarity of actions, and one suggestion, collected after every meeting.

Meeting details

Meeting	Sarah Mitchell
Date	**9 November 2026**
Chair	**James Patel**
Collected by	**Form owner**
Your role (optional)	
Prepared by	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
Version	1.0

Usefulness

Question	Rating 1–5	Comment
Overall usefulness		
Relevance to your work		
Quality of discussion		

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Clarity of decisions and actions

Question	Rating 1–5	Comment
Decisions were clear		
Actions have owners and dates		
Next steps understood		

Length and format

Meeting length (minutes)	
Length rating	Too short / About right / Too long
Format preference	In person / Video / Hybrid
Best meeting length	

One improvement suggestion

One change that would improve this meeting most	
What should be dropped	
What should be kept	

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Completion checklist

✓	Check
	Ratings are given for usefulness, clarity, and format - not just an overall score.
	The one improvement suggestion is specific enough to act on.
	Feedback is summarised with themes and shared with attendees.