[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Meeting Feedback Form

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

Meeting details

Meeting	[Meeting name]
Date	**[Meeting date]**
Chair	**[Chair name]**
Collected by	**[Form owner]**
Your role (optional)	
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0

Usefulness

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

[Company name]

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	

[Company name]

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.