

Monthly Team Meeting Communication Review Survey

Name

Email

Meeting Review

1. Was the meeting agenda clearly communicated beforehand?

- ☐ Yes
☐ No

2. Did you feel your ideas and opinions were heard?

- ☐ Always
☐ Sometimes
☐ Rarely
☐ Never

3. Were meeting objectives achieved?

- ☐ Fully
☐ Partially
☐ Not at all

4. What improvements could be made to the meeting communication?

5. Additional comments or suggestions?