

Team Meeting Communication Effectiveness Feedback Form

Name

Email

Date of Meeting

How clear was the communication during the meeting?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

How would you rate the participation of team members?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

How well were the meeting objectives communicated?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

What could be improved for future meetings?

Additional Comments