

Meeting Effectiveness Internal Survey

Department / Team

Type of Meeting (e.g., weekly sync, project update)

Meeting Organizer

Date of Meeting

How clear was the purpose of this meeting?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Was the agenda shared in advance?

- ☐ Yes
- ☐ No

Did the meeting start and end on time?

- ☐ Yes
- ☐ No

How effective was the meeting in achieving its objectives?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Were action items and next steps clearly defined?

- ☐ Yes
- ☐ No

Any suggestions for improving future meetings?

Other comments