

# Quarterly Review Meeting Feedback Form

This **Quarterly review meeting feedback form** sample is designed to gather valuable input from various departments, ensuring continuous improvement and effective communication. It helps capture insights on performance, challenges, and opportunities discussed during the meeting. Using this form facilitates a structured approach to enhancing departmental collaboration and strategic planning.

Department Information

Department Name:

Review Period:

e.g. Q1 2024

Date of Meeting:

Feedback

1. How would you rate the department's performance during this quarter?

Select

2. Key Achievements:

Briefly describe the main achievements this quarter.

3. Major Challenges:

List the main challenges faced by your department.

4. Opportunities for Improvement:

Highlight any opportunities or suggestions for improvement.

5. Departmental Collaboration:

Comments on the collaboration with other departments.

Additional Comments

Share any other feedback or recommendations.

Submit Feedback