

Quarterly Review Meeting Feedback Survey

The **quarterly review meeting feedback survey format** is designed to gather valuable insights from participants about the effectiveness and outcomes of the meeting. It typically includes questions on agenda relevance, presentation clarity, and actionable takeaways. Using this feedback helps organizations improve future meetings and enhance overall productivity.

Participant Information (Optional)

Name:

Department:

Meeting Content

1. How relevant was the meeting agenda to your role?

-- Select One --

2. How would you rate the clarity of the presentations?

-- Select One --

Actionable Takeaways

3. Were the meeting outcomes clear and actionable?

☐ Yes ☐ Somewhat ☐ No

4. What were your key takeaways from this meeting?

Suggestions & Overall Feedback

5. What suggestions do you have to improve future quarterly review meetings?

6. Any additional comments or feedback?

Submit Feedback