



— MEETINGS / FEEDBACK

The Meeting Feedback Template

One form that asks only what the people in the room know, three variants for other kinds of meeting, and the four questions to leave to the recording.

Version 1.0 · August 13, 2026 · talk2bud.com/blog/meeting-feedback-sample

SEND THIS IN 30 SECONDS

Copy the form. Put the meeting name and the date on top, and state whether names are shown or hidden before anyone answers. Send it as the meeting ends, not the next morning. Leave about a week before asking the same person again, and report back one named change after each round.

The form

Feedback · {meeting name} · {date}
Thirty seconds. Answers go to {name}.
{Names shown / names hidden}.

1. Was this meeting worth the time it took you?
() It was a waste of the hour
() It gave back less than it took
() It broke about even
() It gave back more than it took
() I would fight to keep this one on the calendar
2. What would move your answer up one line?
{one sentence}
3. Could you say the thing you came in wanting to say?
() No, and I stopped trying
() Only part of it
() Yes, once
() Yes, any time I wanted
4. Keep doing / change next time
Keep: {one sentence}
Change: {one sentence}
5. Anything you would rather say to {facilitator} privately? (optional)
{one sentence}

Three more versions

The twenty-second pulse. For the meeting that lands every week.

{Meeting} · {date}
Worth the hour?
[] waste [] under [] even
[] over [] protect it
What moves that one step right?
{one sentence}

Two questions is the right size for a form people see four times a month.

The large session. All-hands, town hall, training, past a dozen people.

{Session} · {date}
1. One thing you will repeat to someone who was not here:
{one sentence}
2. What question did you not get to ask?
{one sentence}
3. Did the hour pay for itself?
[] no [] partly [] evens out
[] yes [] keep it

In a room that size almost nobody speaks, so the form is the only channel most people get.

Feedback for the person who ran it. A different direction, and a different form. Send it to the person, never to a group thread.

Situation: {when and where, specific.
Never "in meetings lately".}
Behavior: {what you saw or heard, in facts a camera would catch}
Impact: {what it did to the meeting, and your honest reaction}
Intent: {optional} What were you hoping to accomplish?

SBI, from the Center for Creative Leadership. The fourth line is the SBII extension, which closes the gap between what someone meant and what landed.

Which one to send

Situation	Send
First ask, or the meeting is up for review	The five-question form
Weekly or fortnightly recurring	The twenty-second pulse
Town hall, training, past twelve people	The large session form
Someone ran it and asked how they did	The SBI note
Kickoff, and alignment is the question	The form plus “in one sentence, what is this project for?”
You want decisions and owners	None of these. Read them off the call

What each question does

The header line. People calibrate honesty to what they believe about visibility. An unstated rule gets guessed, usually pessimistically.

Question 1. ROTI, Return on Time Invested, with the numbers stripped out. Worded options force a choice between described states instead of a vague spot on a line. A 1 to 10 scale on a meeting piles up at the ceiling: in a study of 15,000 real meeting ratings, 82% of respondents picked five stars. Swapping stars for worded labels carried 44% more information per answer, and the response rate held (18.1% against 17.2%).

Question 2. ROTI’s own follow-up turns a rating into an instruction. A rating on its own tells you the meeting was mediocre and nothing at all about Monday.

Question 3. Vocal participation was the strongest single correlate of feeling included in that study, worth about 8 percentage points. Meetings under eight people were 50% more likely to be rated inclusive, and

a person is seven times more likely to speak in one. The question asks about ability, not enjoyment, because “did you feel included” invites a compliment.

Question 4. Plus/Delta. What worked is named first, and the change is framed as a change rather than a complaint, which is what gets it written down.

Question 5. Some of what people want to say is about a person in the room. Give it a route that is not the group summary.

Filled in

Illustrative. The team, the meeting and the answers are invented.

Feedback · Monday Ops Sync · 11 Aug 2026
Answers go to Priya. Names hidden.

1. Worth the time?
gave back less than it took
2. Moves it up a line?
Start on last week's items. Twenty minutes went into context that three of us already had.
3. Could you speak?
only part of it
4. Keep: the five-minute demo at the end. It is the only place I see what other pods shipped.
Change: nine people, six of us watching. Give pricing its own call with the four people it touches.
5. Private: the interruptions run one way, and it is the same two voices.

Three usable things, none of them a score: a fixable opening, a room that is five people too big for the item that mattered, and a dynamic that would never surface in a group retro.

What this form does not ask

What was decided, who owns what, whether the agenda was covered, whether everyone got a turn. Those are matters of record, and a room reconstructing them from memory at 6pm is the least reliable instrument available. Atlassian’s survey of 5,000 knowledge workers found 54% frequently leave a meeting without a clear idea of next steps or who owns which task.

Run this sheet as a Lens in talk2bud and the deleted half comes back from the call itself: decisions, owners and due dates read off the transcript, captured from your Mac's system audio with no bot joining the meeting. Capture without a bot is not capture in secret, so telling the room stays part of the flow.

Sources, read 13 August 2026

- Hosseinkashi, Tankelevitch, Pool, Cutler, Madan · Meeting effectiveness and inclusiveness, Proc. ACM CSCW 8, Art. 93, 2024 · arxiv.org/abs/2304.00652
- Atlassian · Workplace Woes: Meetings · atlassian.com/blog/workplace-woes-meetings
- Center for Creative Leadership · SBI and SBII · ccl.org
- Lucid Meetings · ROTI and Plus/Delta · blog.lucidmeetings.com
- Google Workspace Updates · explicit consent for recordings in Meet, May 2026 · workspaceupdates.googleblog.com



Stop filling this in by hand. talk2bud sits on the call and writes the summary, the decisions, and the next steps with owners.
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