The **Meeting Checkup** is a survey tool to be used at the conclusion of each scheduled regular meeting of a community board or leadership body that is determining community priorities for addressing the needs of young people. This five- to 10-minute survey provides updates on the general success of the meetings by tracking responses from the board members and public system representatives participating in each meeting. **The questions are designed to be formatted using your organization’s logo and visual identity and uploaded into an online or paper survey tool**.

Survey Language for Meeting Checkup

The benefits of this data collection tool include the opportunity for leadership to track participant experiences at meetings, design high-quality meetings and promote collaborative discussions about meeting quality.

## Meeting Checkup Questions

Please answer the questions based on the meeting you just attended.

1. What is your community and organization?
2. What was the date of the meeting you are reporting on?
3. Who facilitated this meeting?
4. How well were the goals of the meeting articulated?

Not well at all

Fairly well

Moderately well

Very well

Extremely well

1. How cohesive were the participants of the meeting? By cohesion, was there a sense of belonging? How well did people work together?

Poor

Fair

Good

Very good

Excellent

1. How well did the leader or leaders support participation and manage the meeting (that is, maintain focus and progress)?

Poor

Fair

Good

Very good

Excellent

1. How often were diverse perspectives or ideas shared or presented during the meeting?

Never

Rarely

Sometimes

Very often

Always

N/A — It was an update-only meeting, for information sharing, not discussion.

1. Generally speaking (considering all topics discussed at the meeting), what level of consensus did the group achieve?

No agreement at all

Weak agreement

Moderately strong agreement

Very strong agreement

Extremely strong agreement

1. How friendly were meeting attendees with each other?

Not friendly at all

Slightly friendly

Moderately friendly

Very friendly

Extremely friendly

1. How well were meeting objectives achieved?

Not well at all

Fairly well

Moderately well

Very well

Extremely well

1. Thinking about your involvement and participation, how much would you say you contributed during the meeting?

Not at all

Very little

Somewhat

Quite a bit

A great deal

1. What other comments do you have about today’s meeting that could help us better understand how it went?

Now, we'd like to ask a few questions about you.

1. What is your race and ethnicity? (Please select all that apply.)

White

Black, African American or African

Hispanic, Latino or of Spanish origin

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Multiracial or biracial

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you a resident of the community?

Yes

No

1. Tell me which of these sectors you work in? (Please select all that apply.)

Community coalition

Schools

Health agency/health care

Business

Civic leadership/city official

Youth recreation

Law enforcement

Judicial system (e.g., juvenile justice, family court, etc.)

Media

Religious/faith organization

Child welfare

Human services/public health

City/community data monitoring/evaluation

Philanthropy

Child/family advocacy

Retail

Food service

Other (Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

I do not work outside the home.