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.