

**Q1 – Which team or department do you belong to?**

- ☐ Sales & Marketing
- ☐ R&D
- ☐ Customer support
- ☐ Human Resources
- ☐ Finance

**Q2 – How would you rate the overall effectiveness of the kick-off meeting? (1 being very ineffective, 5 being highly effective)**

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

**Q3 – Were the objectives and agenda of the kick-off meeting clearly communicated in advance?**

- ☐ Yes
- ☐ No
- ☐ Partially

**Q4 – How well did the kick-off meeting address the goals and objectives of the project/initiative?**



**Q5 – Were the roles and responsibilities of team members clearly defined during the meeting?**

- ☐ Yes
- ☐ No
- ☐ Partially

**Q6 – How satisfied are you with the level of participation and engagement during the kick-off meeting?**

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

**Q7 – Were questions and concerns raised during the meeting adequately addressed?**

- ☐ Yes
- ☐ No
- ☐ Partially

