

R097-aa-Scribe Meeting Feedback **Caution:** No one writes on any sheet except the scribe who records for all. **rev 10/22/21**
 Group's number-name, for example AAC01-Poor: _____ date: _____

Here are some statements that may or may not apply to your meeting experience just ended. There is no right or wrong answer to any of the statements. The purpose of this survey is simply to see how much agreement there may be among participants of a particular meeting. There are five degrees of agreement or disagreement that you can give to each of the statements as follows:

- SA = strongly agree
- A = agree
- . = no opinion
- D = disagree
- SD = strongly disagree

Part A

- SA A . D SD 1. This group has a standard routine or agenda which was followed.
- SA A . D SD 2. What I did in this meeting was truly in the best interests of others.
- SA A . D SD 3. In this meeting I got done what I wanted.
- SA A . D SD 4. In this meeting I was able to operate in an area of meaningful expansion for myself.
- SA A . D SD 5. I am committed to staying with you in our small group.
- SA A . D SD 6. I felt like my experience in the meeting contributed to our purpose.
- SA A . D SD 7. I feel good about being a member of the larger organization of which we are a part.
- SA A . D SD 8. God (or that which I value the most) was present in this meeting.
- SA A . D SD 9. I feel the call of God (or that which I value the most) within the call of my role in this group.
- SA A . D SD 10. I help each in this group as if I were helping myself.

Meeting Feedback Sheet B

Grading Chart

Strongly Agree	Agree	? - No Opinion	Disagree	Strongly Disagree
10	8	6	4	2
blank	-2	-4	-6	-8

Select a person as scribe. Scribe completes this sheet. **Short way** - Enter Date on next open column. Enter only minus scores below 10 (see **example**). Add all scores below 10. Multiply number of members by 100, for example 6 = possible score of 600. Deduct from possible score all scores below 10, for example 540. Divide 540 by 6= 90 average score. Enter Date and Average Score on the right. Circle all -4 or less. **Long way**- if you get a minus score of -4 or below, complete an extra feedback sheet as well. Enter all participant names on name line. As participants answer question, convert their answer to a + number (10, 8, 6, 4 or 2) and enter using the Grading Chart. Enter Date and Average Score on the right. Hint: Only the long way associates name and score. See below **“Understand.”**

example	Code Name:										
score	Hours attended										
10-blank	1										Small Group Number
10-blank	2										
10-blank	3										
10-blank	4										
10-blank	5										
8-minus 2	6										Small Group Name
8-minus 2	7										
6-minus 4	8										
8-minus 2	9										Date
4-minus 6	10										
90	total										Average Score
Number of scores 6 or below:											

Positive feedback scores result from Smart® process story telling. In one small group, feedback scores over a four year period averaged 96% (A+).

Understand that if a score of 6 (minus 4) or less occurs, such a person may be “at risk.” Ask 2 people with hi /lo scores on that question: “Mary (hi score) you gave a score of __ tell us about that; Tim (lo score) you gave a score of __ tell us about that. Ask Tim(lo score) “what would it take for you to get a top score on that question?”
Code Name is first 3 letters of last name, followed by first 2 letters of first name, and then middle initial. Assistant Facilitator / Scribe is to scan/ text meeting feedback then and there to Jeff 773-621-0863, and sponsor mobile, for example 1-AAC01-Poor; 2 -97.5%; 3-1 below 60; where 1= your group number/name, 2=average score, and 3= number of individual scores of 60 or below.
 Facilitator retains hard copy for periodic review by headquarters to base line scores with feedback from many, and provide assistance with any questions.