

The psychological experience of work meetings

We are conducting a research to improve the experience of work meetings. We aim to gain insights into how people perceive and experience meetings in terms of their engagement, behaviour and motives. If you run or attend work meetings, we would like to ask you to complete the following questionnaire.

* Required

Part A: Meetings Experience

"Think of one of the meetings you have attended (e.g., weekly team update, brainstorming session, all-hands meeting, decision-making meeting, problem-solving meeting or other) and respond to the following questions:"

1. Your current employer is (if 'other' please specify): *

Mark only one oval.

- Large organization
- Small to medium organization
- Startup
- Academia
- Other: _____

2. How long have you worked for your current employer? *

Mark only one oval.

- < 1 month
- 1-6 months
- 6-12 months
- 1 year
- 2 years
- 3 years
- 4 years
- 5-10 years
- 10+ years

3. How many years have you worked in this industry in general? *

Mark only one oval.

- < 1 month
- 1-6 months
- 6-12 months
- 1 year
- 2 years
- 3 years
- 4 years
- 5-10 years
- 10+ years

4. What is your current position? (e.g., software developer, engineer, architect, researcher, team leader, CTO, CEO or other) *

5. When was your last meeting? *

Mark only one oval.

- Today
- Yesterday
- 2-3 days ago
- 4-5 days ago
- A week ago
- More than a week ago

6. What time of the day was it? *

Mark only one oval.

- Before 11am
- Between 11-12am
- Between 12am-1pm
- Between 1-3pm
- Between 3-5pm
- After 5pm

7. Did you attend the meeting remotely or in person? *

Mark only one oval.

- Remotely
- In person

8. What type of meeting was it? *

Mark only one oval.

- Status update meeting (e.g., one-to-one, regular team and project meetings)
- Team building meeting (e.g., all-hands meetings, kick-off meetings)
- Information sharing meeting (e.g., information sharing about upcoming changes, new products and techniques)
- Decision-making meeting (e.g., information gathering, brainstorming solutions)
- Problem-solving meeting (e.g., identify opportunities and threats, brainstorm and evaluate solutions)
- Innovation meeting (e.g., thinking outside the box, brainstorming, associating, and sharing ideas)

9. What was the topic of the meeting? *

10. What was your role at this meeting? *

Mark only one oval.

- Organizer
- Organizer and moderator
- Moderator
- Attendee

11. Was the moderator of this meeting the most senior attendee? If there was no moderator, please skip the question.

Mark only one oval.

- Yes
- No

12. How many people attended the meeting? *

13. How many females attended the meeting? *

14. Was the purpose of the meeting clear? *

Mark only one oval.

Yes

No

Maybe

15. Was the meeting agenda sent out in advance/before the meeting? *

Mark only one oval.

Yes

No

16. Did the meeting start on time? *

Mark only one oval.

Yes

No

17. Did the meeting end on time? *

Mark only one oval.

Yes

No

18. What form of interaction was decided to be followed prior to the meeting? *

Mark only one oval.

round-robin (e.g., ordered and structured)

one-to-many (e.g., conference, presentation)

a few attendees participated all the time

many-to-many (e.g., no structure, interruptions)

one-to-one

19. What form of interaction was followed during the meeting? (it might be the same as the previous question or not) *

Mark only one oval.

round-robin (e.g., ordered and structured)

one-to-many (e.g., conference, presentation)

a few attendees participated all the time

many-to-many (e.g., no structure, interruptions)

one-to-one

20. How would you rate the amount of space in the meeting room? If you attended the meeting remotely please skip this question.

Mark only one oval.

- very crowded
 crowded
 about right
 spacious
 very spacious

21. How was the air in the room? If you attended the meeting remotely please skip this question.

Mark only one oval.

	1	2	3	4	5	
stuffy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	fresh

22. Did the organizer or the moderator of the meeting summarize the points discussed just before the meeting ended? *

Mark only one oval.

- Yes
 No

23. Did the organizer or somebody else from the attendees list send out summary points after the meeting has ended? *

Mark only one oval.

- Yes
 No

Part B: Meetings
Experience

"While answering this part, please still keep in mind this last meeting you have attended:"

24. How satisfied overall were you with the meeting? *

Mark only one oval.

- very dissatisfied
 dissatisfied
 neither satisfied or dissatisfied
 satisfied
 very satisfied

25. Did you notice any kind of humor during this meeting? If yes, please explain the situation and provide an example of the kind of humor and how it was perceived by you and your peers.

26. Did you feel comfortable sharing your thoughts and making contributions during this meeting? *

Mark only one oval.

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent

27. Did you feel that your peers were comfortable sharing their thoughts and making contributions during this meeting? *

Mark only one oval.

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent

28. Did you feel excitement during the meeting? *

Mark only one oval.

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent

29. Did you feel that you received the appropriate attention when sharing your thoughts? *

Mark only one oval.

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent

30. Did you find the meeting to be useful for you personally? *

Mark only one oval.

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent

31. Did you find the meeting to be useful for all attendees? *

Mark only one oval.

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent

32. Did you feel stressed during this meeting? *

Mark only one oval.

- Yes
- No

33. Did this meeting get tense at any point? If so, how did the moderator manage the situation? (def. tense could be: mutual monologue, battle of silos, hidden agenda, pandemonium). If yes, please explain. Otherwise respond with No. *

34. Did you use any technology during this meeting? (e.g., powerpoint, smartphone, laptop). Please list all the technology that has been used either by you or the moderator.

35. Did you distract yourself from the meeting by checking your emails, notifications or social media? If so, please explain.

Background and Demographics

36. What is your age *

37. What is your gender? *

Mark only one oval.

Female

Male

Prefer not to say

38. What is your highest level of education? *

Mark only one oval.

- High school graduate
- Bachelor's degree
- Master's degree
- Ph.D. or medical degree

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