ATLASSIAN
Community

COMPANY USER GROUP

Post-Meeting Survey Template

This page contains professional tips, survey tools, and a sample survey designed for you to gather feedback from attendees to assess their satisfaction, gather suggestions for improvement, and understand their expectations to enhance future events.

⚠️ **Plan to distribute this survey to your attendees immediately following the conclusion of the event for timely feedback.**

💡 Pro Tip

Surveying members before and after events is highly recommended to make them feel included and heard, increase the value of events, and measure satisfaction over time. It's important to choose from suggested survey questions for this purpose.

Survey Tools

Most commonly used survey platforms include **Google Forms**, **Typeform**, and **Survey Monkey**.

Sample Survey	click here for template
Title	Atlassian Company User Group Feedback Survey
Description	To assist us in enhancing our support for Atlassian product users, we kindly request you to share your feedback from our meeting. Additionally, we would greatly appreciate it if you could outline your expectations from this group.
Sample Survey Questions	**Sample Question 1** How happy are you with the overall content of the presentations?* **Format** Linear scale 1-5 **Sample Question 2** Please share with us why you feel that way. * **Format** Long answer text

**Sample Survey
Questions cont.**

Sample Question 3

Overall, how productive do you think the meeting was?*

Format

Multiple choice

Answer choices

Very productive, Somewhat productive, Neither, Somewhat productive, Very unproductive

Sample Question 4

How likely would you be to attend our events/meetings in the future?*

Format

Multiple choice

Answer choices

Very productive, Somewhat productive, Neither, Somewhat productive, Very unproductive

Sample Question 5

 How happy are you with the overall content of the presentations?*

Format

Linear scale 1-5

Sample Question 6

Overall, how productive do you think the meeting was?*

Format

Checkboxes

Answer choices

Jira, Jira Product Discovery, Jira Service Management (JSM), Opsgenie, Statuspage, Confluence, Trello, Bitbucket, Sourcetree, Compass, Guard, Loom, Other

Sample Survey Questions cont.

Sample Question 7
Have you taken any Atlassian product training (like their free guided learning paths)? *
Format
Multiple choice yes/no/other

Sample Question 8
If you answered yes to the previous question, which Atlassian product training have you taken?
Format
Short answer text

Sample Question 9
Do you have a great Atlassian product use case you'd like to share with your peers or a problem you need to solve? Speak at our next meeting, submit your name and use case here:
Format
Long answer text

Sample Question 10
What are you hoping to gain by participating in this group? *
Format
Long answer text

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