COMPANY USER GROUP

Pre-Meeting Survey Template

This page contains professional tips, survey tools, and a sample survey designed for you to gather feedback from attendees prior to a meeting to assess their topic interests, gather suggestions for meeting format, and understand their expectations.

⚠️ **For new Atlassian Company User Groups, it is advisable to wait until after hosting your first introductory meeting and having at least ten users join your CUG channel before utilizing a pre-event survey.**

💡 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. Below are suggested survey questions to get started.

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 thoughts on our upcoming meeting. Additionally, we would greatly appreciate it if you could include topics you would be most interested in.
Sample Survey (* = required)	**Sample Question 1** How familiar are you with Atlassian products? * **Format** Multiple choice **Answer choices** Very familiar, Somewhat familiar, Not familiar

Sample Survey Questions cont.

Sample Question 2
What topics would you like to see covered in the upcoming meeting? *
Format
Multiple choice
Answer choices
Introduction to Atlassian products, Advanced tips and tricks, case studies and success stories, Integrations with other tools, Other

Sample Question 3
How would you rate the importance of networking opportunities at future events? *
Format
Linear scale
Answer choices
Very important - Not important

Sample Question 4
What other types of opportunities would you like to have held at future events? *
Format
Checkboxes
Answer choices
Brown bag/Lunch and learn, AMAs, Product breakout sessions, Other

Sample Question 5
Are there any specific challenges or pain points you are currently facing with Atlassian products that you would like addressed during the meeting? (please provide details) *as?*
Format
Long answer text

Sample Survey Questions cont.

Sample Question 6

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

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