**TEAM SURVEY EMAIL TEMPLATE**

Dear [Project Team], Now that the [name of project] is complete, we would love to get your feedback. Please fill out the short survey below. For the following questions, please place [ **X** ] in the box that applies:

1. Did our team leader give us comprehensive information about our project’s goal?
[ ] Yes

[ ] No

[ ] Other:

1. Did our team leader empower us to develop all the necessary project plans?

[ ] Yes

[ ] No

[ ] Other:

1. Was our team leader always open to feedback?

[ ] Yes

[ ] No

[ ] Other:

1. Did our team leader promote the development of our team in terms of group dynamics?

[ ] Yes

[ ] No

[ ] Other:

1. Did we include all the necessary team members in the problem-solving processes?

[ ] Yes

[ ] No

[ ] Other:

1. Did we include all the necessary team members in the decision-making processes?

[ ] Yes

[ ] No

[ ] Other:

1. Describe your overall project experience and satisfaction.

[ ] Positive

[ ] Negative

[ ] Neutral

[ ] Other:

1. Were you recognized for your role in and contribution(s) to this project?

[ ] Yes

[ ] No

[ ] Not Sure

[ ] Other:

1. Did you learn anything new on this project?

[ ] Yes

[ ] No

[ ] Not Sure

[ ] Other:

Please provide additional feedback by answering the following questions:

1. What went well? What could be done again?

Answer:

1. What did not go well? What would you suggest we do differently to improve your experience regarding future projects?

Answer:

1. Any additional thoughts or concerns?

Answer:

Thank you for taking the time to answer these questions.

Sincerely,

[Name]



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