Team AI Adoption Feedback Form

Team Member Name

Department   **Submission Date**

AI Tool(s) Used
(e.g., ChatGPT, Copilot, Notion AI for meeting notes).

Task/Workflow Tested
To what specific task or workflow was AI applied?
(e.g., "summarizing meeting minutes,"
"drafting internal communications")?

Impact on Productivity (Scale 1-5)
How much did AI improve efficiency for this task? 1. Made it worse ↔ 5. Significantly Improved

Ease of Use (Scale 1-5)
How easy was it to use the AI tool for this task?

Time Saved (Estimate)
Approximately how many minutes/hours were saved on this task per day/week?

What worked well? (
Examples: "AI summaries for daily stand-ups saved us
10 mins each." "Drafting initial emails is much faster."

What was challenging or confusing?
Examples: "Prompts for complex data are still hard."
"Getting the right tone for client emails."

Any errors or "hallucinations" encountered?
(Yes/No, if Yes, briefly describe)

Suggestions for improvement
(Prompts, Tool Use, Team Process)

Do you feel more or less productive with AI for this task? (More / Less / Same)

General Comments