KIRMELA

Feedback Capture Sheet

Collect comments, spot patterns, and agree on next steps, all in one simple sheet. Use this after design reviews, workshops, or testing sessions to keep things clear and focused.

Feedback Capture Sheet

Field	Details
Project / Feature	
Date	
Reviewer / Source	
Version / Area reviewed	

Feedback summary

Summarise what was said, keep it concise and actionable.

Feedback / Comment	Type	Priority	Action / Response

Themes & next steps

Highlight key themes and outline what happens next. E.g: Users need clearer guidance through setup.

Action item	Owner	Due	Status

Notes & decisions

Use this space for key takeaways or follow-up notes.