

EDUCATIONALLY BASED MEETING RECORDING

NAME: _____

FIELD INSTRUCTOR: _____

AGENCY: _____

NAME OF GROUP THAT IS MEETING: _____

Purpose of meeting: (Please attach an Agenda)

A. Expectations prior to the meeting.

1. What are the goals (stated and unstated) of the meeting? How were they derived?

2. Do you expect that these goals will be met?

3. What role do you expect to play during the meeting?

B. Meeting description and dynamics.

1. Describe the role of the Chairperson(s).

2. Briefly describe the main topics discussed.

3. What decisions were made or actions taken during the meeting?

4. What future plans were made?

5. a) How did the meeting close?

b) Did the meeting end on time? ____ Yes ____ No

c) Duration of meeting: _____

C. Analysis

1. Describe the decision making process of the group.

2. Evaluate the leadership roles and styles in the group.

3. Describe the patterns of interaction (eg., was communication open? were cliques formed? what was the general atmosphere?)

4. Were the goals you listed in Part A, No. 1 met? If not, why?

5. Did you play the role you expected to play? If you did not, explain further.
