MEETING PROCESS RECORDING

This format can be used to record a meeting that you attend either as a participant or observer. It can be a staff, department, board, committee, or task force meeting in your agency or in the community. You are expected to describe some aspects of what is taking place, reflect on what you observe, and give your interpretation of what each may mean.

Include your name and date at the top.

BACKGROUND INFORMATION
I. Begin with identifying information to set the stage:
   a. Title of meeting
   b. Location and time
   c. Numbers attending
   d. Who participants are
   e. Why they are there
   f. Specific purpose of the meeting
   g. Whether it is a regularly scheduled meeting or a one-time event
   h. Seating arrangements
   i. Who is chairing the meeting and any other formal positions

WHAT OCCURRED
II. Present under "what occurred" exactly what you observed. For example:
   a. What goes on just before the meeting starts
   b. How the meeting got started
   c. Introductions
   d. Use of agenda
   e. What was covered
   f. Level of participation
   g. How decisions were made
   h. How the meeting closed
   i. Outcome(s) of the meeting

MY REFLECTIONS
III. Present under "my reflections" what you think about what was going on. For example:
   a. Chair seemed to know exactly what she wanted to accomplish
   b. Participants knew each other quite well but several newcomers were left out
   c. Couldn't stick to agenda
   d. Didn't want to vote when decisions needed to be made
   e. Nothing seemed to get accomplished
   f. Participants seemed bored to be there

HOW I INTERPRET THE MEANING
IV. Finally, give your Interpretation of what is actually going on. These are your best efforts to explain and make sense of seemingly unexplainable observations. You may have to consider hidden agendas, motivations, and interests. Do not forget "organizational determinants of behavior". Since it is unlikely that you will know for sure what is going on, this is the place to take risks and stretch beyond the obvious.

QUESTIONS
V. Identify questions for your conference with your field instructor.