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.
Social Work Intern's Initials:
Date of Contact:
Location of Contact:

Preparation & Purpose:
- Identify the client (masking the name with use of initials); describe and make observations of the client's presentation.
- Reason/purpose for the contact
- Aims or goals for the contact, including follow up issues from previous contact (i.e. plan and/or contract)
- Identify any potential barriers to achieving goals of contact

<table>
<thead>
<tr>
<th>Verbatim/Narrative/Summary/Observations of body language</th>
<th>Feelings</th>
<th>Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this column use verbatim account of encounter as best you can. Summarize when necessary</td>
<td>In this column identify any of the following: Your Thoughts, Reactions, Internal response to client's verbal and non verbal cues, Identify your response to yourself</td>
<td>In this column identify any of the following: Your Interventions, What led you to make this intervention? What is your analysis of the situation? Attach theory, Highlight and identify when there is an intervention.</td>
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Impressions: Self-Evaluation (i.e. How do you think the interview went? How did you try to integrate theory into practice? What you did well? What was challenging); What was the client’s response/reaction to you?

Next Steps:
Identify tasks for follow up on concrete and service needs
Note any adjustment in goals and purpose to client contact as a result of the meeting

Questions for Supervision:
Note any questions that came up for you as a result of the client contact; can range from simple, program related question to more analytical questions related to clinical considerations. Any question is a good question!
PROCESS RECORDING
Narrative Model

Student’s Name:
Date of Interview:
Client’s Initials:

TUNE IN: (thinking/planning before the interview)

FOCUS FOR WORK/CONNECTION TO OVERALL PURPOSE:

CONTENT OF INTERVIEW:

ASSESSMENT OF THE CLIENT

ASSESSMENT OF YOUR OWN WORK

NEXT STEPS: