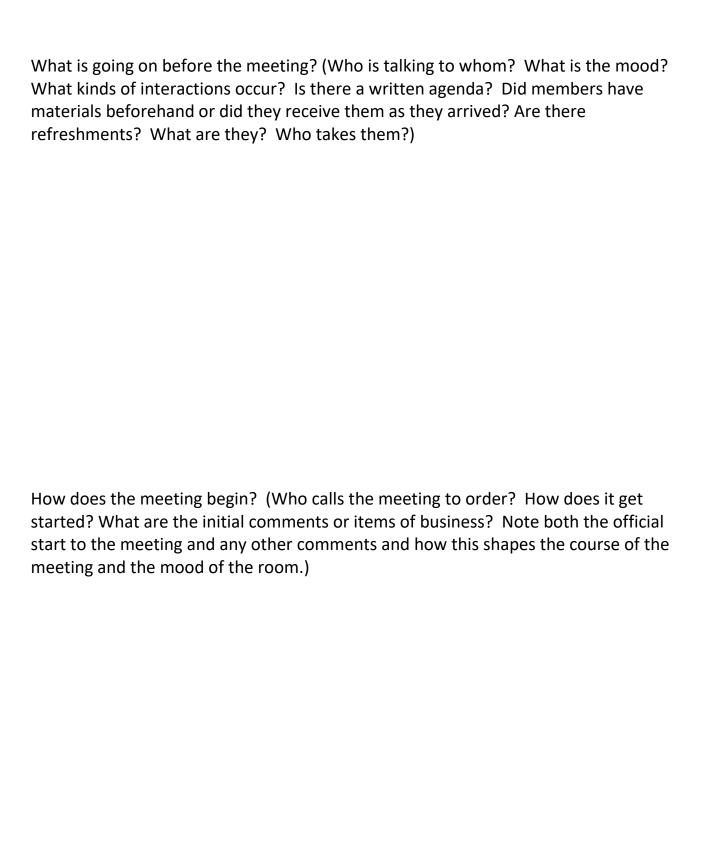
Observing and Interpreting a Meeting

Observation:

How is the room set up? Who is sitting where? (Draw a rough diagram of the set up, noting where the chair/moderator, members, participants, visitors, etc. are sitting and the location of any kinds of presentation materials (white board, projector, newsprint).)



What happens during the meeting? (Note two or three significant events or decisions that were made. Describe the process by which those decisions occurred.)

| Analysis: |
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| What are your impressions of the meeting (Was it orderly? Was it worthwhile? Was there energy in the room? Where the people engaged in the meeting?) |
| What process was used to make decisions? What there more than one? |
| What are the outcomes? |
| How did people treat one another? |
| Was there conflict? How was it handled? |
| What was the role of moderator/chair? (How did she/he function in the meeting?) |

Synopsis:

Write a one page synopsis of the key dynamics of this meeting – both the overt decisions/processes and the underlying organizational issues that you observe. How well did the person leading do? What suggestions would you make? If you were the overall leader of this organization, what steps would you take after this meeting?