

**BASW Senior Students
Educationally Based Recording - Meeting
Academic Year 2020-2021**

Student Name	<input type="text"/>	Date Submitted	<input type="text"/>
Field Instructor Name	<input type="text"/>	Date Reviewed	<input type="text"/>
Agency Name	<input type="text"/>		
Length of Meeting	<input type="text"/>	Date of Meeting	<input type="text"/>
Meeting Place	<input type="text"/>	Time of Meeting	<input type="text"/>
Committee or Group Title	<input type="text"/>		

1. Identify the Objective(s) of the Meeting (attach agenda):

A. What was the objective of the meeting?

B. Was the objective clear?
If not, how would you make it clearer?

C. Describe the role of the facilitator.

D. What was the substance of the discussion?

2. Describe the group culture, norms, cohesiveness, sub-groups, reasons for participating, etc. How do these impact the group process?

3. Describe the interaction patterns that took place during the meeting. Was communication open? Were cliques formed? What was the atmosphere?

4. Analyze the action or decision-making of the meeting.

A. What action took place during the meeting? Was anything resolved?

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B. How did the action or conclusions come about?

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C. Did the group function together in the decision-making process?

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D. What was the role of the facilitator in decision-making?

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5. Evaluate the order, timeliness, and future direction of session.

A. How did the meeting close? Did it end on time? Total time of meeting?

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B. Was the agenda followed?

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C. Is the future direction of the group clear (explain)?

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6. Your role and ideas for future changes.

A. What role did you play during the meeting?

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B. Was that role different from your (the student's) expectations?

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C. Did you experience any *counter-transference/transference* and/or values conflicts?

D. How would you organize or facilitate the next session

E. Design a draft agenda for the next session.

Field Instructor Comments