



Team Meeting Record

Date: _____

Team members present: _____

Guests: _____

Discussion: What was discussed by the team	Tasks / Completion date: Tasks to be accomplished and date to be completed	Responsibilities: Team member(s) to complete the task



Team Meeting Record

Reflection: Briefly describe events of meeting. Consider the following questions while observing, then select the most relevant questions based on your observations of the meeting to comment on in your reflection. With the completion of the 3 required meeting records you should have addressed all 4 areas at least once.

1. Team Process:

General Process

Did the team set an agenda and plan for the meeting?

Did the team stay on task?

Did the team reflect on process and identify how barriers / challenges can be addressed?

Team Roles (meeting chair, note taker, timekeeper ...)

What team roles/ behaviors did you observe, and /or were missing?

What impact did these behaviours/absence of behaviour have on process? How could the process be improved?

Team Membership / Attendance

Who was missing and why?

How balanced was the contribution of team members?

2. Team Tasks

Does the team clearly assign tasks?

Does the team set timelines for task completion?

How does the team follow up on tasks previously identified?

3. Team Client Centeredness

To what extent did the team demonstrate a client centered approach?

4. Environment

What if any impact did physical environment have with respect to team process?