ADMINISTRATION and COMMUNITY DEVELOPMENT PROCESS RECORDING OUTLINE

| Na | ame of group meeting | M | eeting Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE: The student must be a <i>participant</i> , not just an observer, of the meeting. | | | |
| People/roles in attendance: | | | |
| | | | |
| PURPOSE/GOALS OF THE MEETING: | | Date reviewed in supervision | |
| If possible, attach an agenda of the meeting, and include minutes if available. Use additional pages as needed. | | | |
| For CONTENT, describe at least two agenda items and summarize key points made by those who spoke on it, emphasizing the intern's participation. | | | |
| GROUP PROCESS DYNAMICS: participation, decision making, communication, task and maintenance behaviors, etc. | STUDENT'S GUT -LEVEL FEELINGS | ANALYSIS & PROFESSIONAL USE OF SELF: student's effective and ineffective comments or behaviors and assessment of them, suggestions for improvements | SUPERVISOR COMMENTS |
| | nt must be a participant, not justendance: LS OF THE MEETING: an agenda of the meeting, and describe at least two agenda iter GROUP PROCESS DYNAMICS: participation, decision making, communication, task and | nt must be a <i>participant</i> , not just an observer, of the meeting. LS OF THE MEETING: an agenda of the meeting, and include minutes if available. Usescribe at least two agenda items and summarize key points meeting and summarize key points meeting. CROUP PROCESS DYNAMICS: participation, decision making, communication, task and | tendance: Date reviewed in an agenda of the meeting, and include minutes if available. Use additional pages as needed. Describe at least two agenda items and summarize key points made by those who spoke on it, emphasizing GROUP PROCESS DYNAMICS: participation, decision making, communication, task and Summarize Responses of the meeting. Date reviewed in the meeting of available. Use additional pages as needed. ANALYSIS & PROFESSIONAL USE OF SELF: student's effective and ineffective comments or behaviors and assessment of them, suggestions for |