

Process Recording Template for Community or Administrative Meetings

(Further information can be found in the Field Practicum Manual, [linked here](#))

A. IDENTIFYING DATA

Student/ Intern name:

Today's Date:

Organization/community Group:

Session Date:

B. PRE-MEETING – INCLUDE

1. Student's preparatory work for the meeting
2. Agency or community events that took place prior to the meeting with bearing upon the meeting

C. PURPOSE

Purpose of the meeting: main content areas to be covered

D. CONTENT OF THE MEETING

This section of the process record should be descriptive, rather than interpretive or evaluative. It should report on behaviors or actions which took place, and do so as specifically as possible. In each instance, the activities of the student should be described. The meeting should be reported in chronological order. The following areas should be covered (students may add others as well):

1. Points, issues or problems that were raised.
2. Decision-making: What decisions were made (or not made)?
3. Positions and strategies: Once a position or issue was decided upon, what means or strategies were discussed or developed for proceeding on the issue? What goal and/or reasoning for the decision was indicated?
4. Who participated in the discussion? Indicate differences of opinion and/or conflicts that took place. What happened?
5. Who was not part of the meeting who should have been? What key "voices" were missing?

E. ANALYSIS OF MEETING – OPINIONS OR IMPRESSIONS REGARDING:

1. What motivated decision-making? Who seemed to have the major influence? What are possible consequences to the group of its decision-making? What significant values were expressed? How were personal relationships and group alignments affected by the discussion?
2. What lessons, concerns, questions, value conflicts or new ideas did the meeting raise for you?
3. How does this group's work fit into the larger community and/or agency context? How is it being influenced by the community or agency? How does the group's work affect the community or agency?
4. Other analysis.

F. FOLLOW-UP

1. Any significant interactions after the formal meeting ended?
2. What are your next steps with this group/project?