

Process Observer Check-List

Preparation

- Was the meeting site and space arrangement conducive to an effective meeting?
- Was the agenda/purpose of the meeting prepared and communicated?
- Was sufficient time allocated to each item?
- Did participants come prepared?

Leader/Chair

- Was there a clear leader/facilitator for the meeting?
- Was the leader effective in keeping the group on task and on the agenda?
- Was the leader appropriately active (e.g., summarizing agenda, drawing out the quiet and quieting the talkative; summarizing the consensus)?
- Did the facilitator ensure that clear action was taken on each agenda item?

Record Keeper/Secretary

- Was a record of the decisions and action items of the previous meeting available (as appropriate)?
- Was this record accurate?
- Did the record of the current meeting clearly record actions of the group and tasks delegated, to whom they were delegated, and when the task was to be completed?

Time-keeper

- Did the time-keeper clearly but unobtrusively make the group aware of how it was doing compared to agreed use of the time?

Members

- Did the meeting start and end on time?
- Did the members monitor and follow their agreed processes and covenants?
- Did all members contribute without dominating?
- Did members listen actively to each other?
- Did members actively support each other?
- Did members share accountability for results?
- Did the members share relevant information?
- Were roles assigned at the beginning and observed throughout the meeting?

Note: This is a generic list of questions. Focus on what your group needs to become more effective. The best process observations contain what that group on that day most needs to improve its effectiveness and nothing more.

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