

Community Meeting Observation Guide

Type of meeting:		
Observer:		
Date:		
Location:		
Observation start time:	Observation end time:	
Meeting start time:	Meeting end time:	

Session chronology	
<p>Briefly describe the basic chronology of events, including how the meeting begins and ends. Note the time when major changes in activities occur.</p>	

Participation				
Over the course of the session, how many participants provide input or ask questions?	Few	Some	Most	Nearly all
Over the course of the session, how often do participants provide input or ask questions?	Rarely	Occasionally	Often	Continually
Describe key examples of participants providing input or asking questions				
Describe key examples that reflect a lack of participant input or questions				

Facilitation

Over the course of the session, how often does the facilitator take actions to elicit input and questions?

Rarely

Occasionally

Often

Continually

Describe examples of the actions the facilitator takes to elicit input and questions

Describe examples of actions the facilitator takes that limit limit input or questions OR examples of missed opportunities to elicit input and questions

Notes and comments

Include any additional
notes and comments
about this observation