

## PROCESS RECORD OF A GROUP MEETING

Name of group: \_\_\_\_\_ Meeting  
# \_\_\_\_\_

Name of  
worker: \_\_\_\_\_

Time and date of meeting: \_\_\_\_\_ Number  
present: \_\_\_\_\_

Members present:

Members absent (give reason)

- I. SUMMARY OF CONTENT (subject matter: “what” was discussed)
- II. MAJOR THEMES/ISSUES IN THE MEETING  
Note major struggles and/or conflicts which underlie the content (i.e., issues around safety, intimacy, authority, separation, etc.)
- III. SUMMARY OF GROUP PROCESS (the “who” and the “how” of the meeting)
  - A. Who spoke to whom?
  - B. Nonverbal behavior during meeting
  - C. Emotional tone of group as a whole
  - D. Functions/roles taken by various members
  - E. Norms being established
- IV. STAGE OF DEVELOPMENT OF THE GROUP (note data indicating stage)
- V. UNUSUAL OR SIGNIFICANT HAPPENINGS DURING THE MEETING
- VI. ASSESSMENT OF MEETING
  - A. Role and interventions of the worker, and members’ responses
  - B. Worker’s reactions to meeting
  - C. Movement noted in relation to group or individual goals
- VII. FOLLOW-UP
  - A. Needs of group and/or individuals which may require action in next meeting
  - B. Goals for next meeting
  - C. Before the next meeting, do any contacts need to be made with staff, individual members, etc.?