**Group Observation Form**

Meeting # \_\_\_\_\_

Your Name:

Group # or Name:

Date and Time of Meeting:

Names of Members Present:

1. Describe the **setting** of the meeting (for example the location, chair arrangements, etc.):
2. Describe the **group climate.**  For example, how does it feel to be in the group now? Are members getting along? Everyone welcomed and included? Concerns?
3. Describe how the group is **managing task** at this meeting. What are the tasks? What are the group’s procedures in approaching the task? Does the group have a plan? How is the group handling information relevant to its tasks?
4. Describe the **social/relational qualities** of members present at the group meeting. Who talks with whom? Who are friends? Who is getting along with whom? Not getting along? What kinds of relationships are forming? What kinds of communication roles are members playing?
5. Describe the **leadership** in the group. How is the group currently managing its leadership needs? Is the group’s approach to leadership working? How positive is the leadership? Problems?