

**BUAD 3000—INTEGRATED SKILLS FOR MANAGEMENT  
OBSERVING GROUP EFFECTIVENESS  
Team/Group Meeting Analysis**

**Group:** Chancellor’s Leadership Class Community Board Meeting  
**Purpose of Meeting:** Monthly Meeting to know the Status of the Program  
**Meeting Location:** Cragmoor Hall 108      **Observer:** Ms. Jones

**GENERAL OBSERVATIONS**

**WHAT TIME DID MEETING START? ON TIME?**

**WAS MEETING’S AGENDA STATED IN ADVANCE?**

**WAS AGENDA FOLLOWED DURING MEETING?**

**WHO MANAGED AGENDA’S FLOW? (TITLE AND # —  
DIAGRAM ON PAGE 2)**

**PACE OF MEETING (FAST, MODERATE, PLODDING)**

**DECISION-MAKING PROCESS (FORMAL VOTE, VOICE,  
CONSENSUS)**

**SITE AMENITIES? (EXTENSIVE, MODERATE, MINIMAL)**

**WHAT TIME DID THE MEETING END? ON TIME?**

**WHAT TYPE OF TEAM/GROUP IS THIS? WHY?**

This is a process team because they have a common goal and that goal is to work for the benefit of the students in CLC. This is an ongoing project and it will not be over once they achieve a specific goal.

**HOW WOULD DESCRIBE THE TEAM/GROUP LEADER?**

#1 is the appointed leaders as well as the leader that emerges throughout the course of the meeting. She is very dedicated and focused on the final outcome of the committee.

**WHAT WAS THE GENERAL TONE OF THE MEETING? AND WHY?  
(FORMAL, INFORMAL, TENSE, RELAXED, UPBEAT, ETC.)**

The general tone of the meeting is upbeat. The members of the committee truly believe in the cause they are working for and they are always excited about new developments and ideas to better CLC.

<b>7:35 NO</b>
<b>YES</b>
<b>YES</b>
<b>Marta #1</b>
<b>Moderate</b>
<b>Voice</b>
<b>Moderate</b>
<b>9:30 YES</b>

## MEETING OBJECTIVES

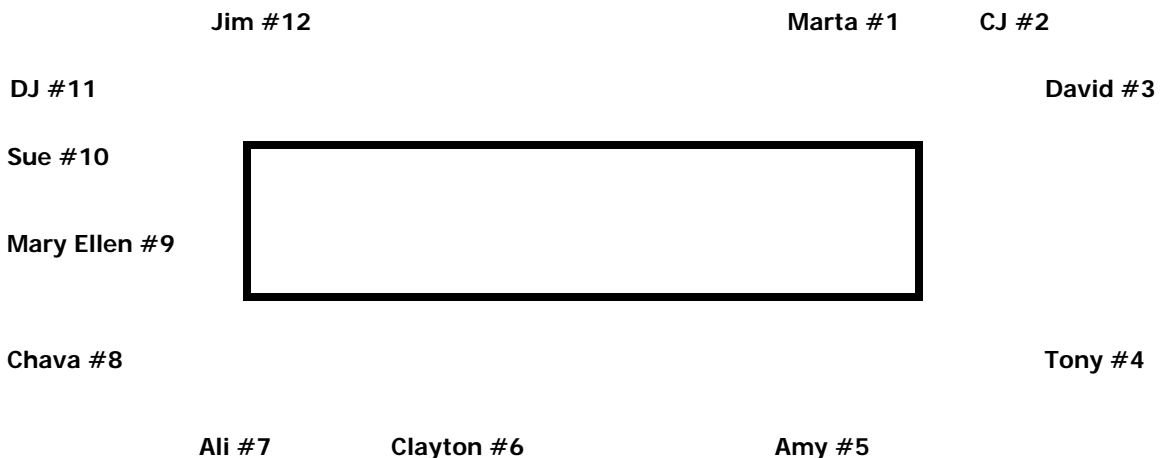
### WHAT WERE THE MAJOR TOPICS DISCUSSED DURING MEETING?

1. Program Update
2. Development Update
3. Board Performance Feedback Process
4. Project Groups

### FOR EACH TOPIC, WHAT WAS THE OUTCOME REACHED?

1. Members of the community board were informed of the outcomes achieved over the course of the school year through the program. Board members were also informed of the status of the community mentorship program.
2. Board Members were updated on pending proposals that could produce large sums of money to go toward student scholarships for the Chancellor's Leadership Class.
3. The feedback process that the Board members will use in the upcoming year was presented for approval and revision.
4. The board members broke out into teams and worked on different aspects of the March 9<sup>th</sup> fundraising event and aspects of the board feedback form.

**DIAGRAM OF MEETING/PARTICIPANTS**  
**DIAGRAM THE LOCATION OF EACH GROUP MEMBER,**  
**INDICATING EACH PARTICIPANT BY NUMBER.**  
**CIRCLE THE NUMBER INDICATING THE GROUP'S LEADER**



**YOU ARE TO OBSERVE THE GROUP-BUILDING AND MAINTENANCE BEHAVIOR OF EVERYONE IN THE GROUP. WHENEVER ANY OF THE BEHAVIORS DESCRIBED BELOW OCCURS IN THE GROUP, RECORD THE NUMBER OF THE PERSON WHO PRODUCED THAT BEHAVIOR IN THE SPACE OPPOSITE THE CATEGORY.**

<p><b>ENCOURAGING:</b> FRIENDLY, WARM AND RESPONSIVE TO OTHERS; ACCEPTING OTHERS AND THEIR CONTRIBUTIONS; GIVING OTHERS AN OPPORTUNITY FOR RECOGNITION:</p>	<p><b>1, 5, 2, 1, 2, 1</b></p>
<p><b>EXPRESSING:</b> EXPRESSING FEELINGS PRESENT IN THE GROUP; CALLING ATTENTION TO ITS REACTIONS TO IDEAS AND SUGGESTIONS; EXPRESSING HIS/HER OWN FEELINGS OR REACTIONS TO THE GROUP.</p>	<p><b>1, 3, 5, 12, 1, 7, 11, 12, 9</b></p>
<p><b>HARMONIZING:</b> ATTEMPTING TO RECONCILE DISAGREEMENTS; SEEKING TO REDUCE TENSION THROUGH JOKING OR RELAXING COMMENTS; GETTING PEOPLE TO EXPLORE THEIR DIFFERENCES.</p>	<p><b>3, 2, 2</b></p>
<p><b>COMPROMISING:</b> WHEN HIS/HER OWN IDEAS OR STATUS ARE INVOLVED IN A CONFLICT, OFFERING COMPROMISE, YIELDING STATUS, ADMITTING ERROR; DISCIPLINING SELF TO MAINTAIN GROUP COHESION.</p>	<p><b>2, 1</b></p>
<p><b>FACILITATING COMMUNICATIONS:</b> ATTEMPTING TO KEEP COMMUNICATIONS CHANNELS OPEN; FACILITATING PARTICIPATION OF OTHERS; SUGGESTING PROCEDURES FOR DISCUSSING GROUP PROBLEMS.</p>	<p><b>12, 12, 5</b></p>
<p><b>SETTING STANDARDS OR GOALS:</b> EXPRESSING STANDARDS OR GOALS FOR GROUP TO ACHIEVE; HELPING GROUP BECOMING AWARE OF DIRECTION AND PROGRESS</p>	<p><b>1, 1, 7, 11</b></p>
<p><b>TESTING AGREEMENT:</b> ASKING FOR OPINIONS TO DETERMINE IF GROUP IS NEARING A DECISION; SENDING UP "TRIAL BALLOONS" TO TEST HOW NEAR THE GROUP IS TO MAKING A DECISION.</p>	<p><b>5</b></p>
<p><b>FOLLOWING:</b> GOING ALONG WITH THE MOVEMENT OF THE GROUP; ACCEPTING IDEAS OF OTHERS; LISTENING TO AND SERVING AS AN INTERESTED AUDIENCE FOR OTHERS IN THE GROUP.</p>	<p><b>5, 9, 1, 2, 10, 1, 9, 1</b></p>

**SUMMARY OBSERVATIONS:**

**ON A SEPARATE SHEET OF PAPER, PLEASE DISCUSS THESE QUESTIONS IN DEPTH**

**WHAT WAS YOUR OVERALL REACTION TO THE MEETING?**

The meeting was well organized and the members of the committee appeared to be energized and excited about their position on the committee. They were very organized and they did a good job of staying on task and following the agenda at hand. The leader appears to be very dedicated to this cause and helps transfer that dedication and excitement to the members of the committee.

**WHO (#) WAS THE MEETING'S MVP? WHY?**

Marta #1, and CJ #2 were the MVP's of the meeting. They are both very involved with this committee and they have a passion for what they are doing. They presented a number of great ideas to the committee and were responsible for keeping the meeting on track.

**WHO (#) CONTRIBUTED LEAST TO THE MEETING? WHY?**

# 4 Tony contributed least to the meeting. This was his first committee meeting and he is unaware of many of the programs and ideas the committee was discussing. Tony was very attentive but still lacked and significant input during the meeting.

**DID THE MEETING ACCOMPLISH ITS MISSION? WHY AND HOW?**

Yes, the meeting accomplished its mission. The committee finished and discussed all of the items on the agenda. They were also able to provide constructive criticism for the board feed back process and come up with additional ideas for the March 9<sup>th</sup> Fundraising event.

**ON A SCALE OF EFFECTIVENESS (1=AMONG THE BEST MEETINGS I'VE ATTENDED, 5=TOTAL WASTE OF TIME)**

**WHERE WOULD YOU RATE THIS MEETING?**

                  X  
1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5

**HOW COULD THIS MEETING HAVE BEEN IMPROVED?**

This meeting could have been improved if the room would have been warmer. This would have allowed the members of the team to focus on all of the issues at hand instead of worrying about how cold they were.

**IF YOU HAD BEEN AN “INVOLVED/INTERESTED” OBSERVER OR A TEAM MEMBER, HOW WELL WOULD YOU HAVE FELT YOUR TIME WAS SPENT BY ATTENDING THIS MEETING? THAT IS, WAS THE MEETING WORTHWHILE AND A PRODUCTIVE USE OF YOUR TIME? WHY/WHY NOT?**

The meeting was a very worthwhile use of my time. As a member of the committee I would have a strong commitment to this program and I would believe in the program. This meeting would increase my beliefs and would allow me the ability to exercise my opinions and thoughts on improvement for the program. I would also be able to contribute to the overall well being of the program through my attendance at this meeting.

**WHAT HAS ATTENDING THIS MEETING TAUGHT YOU ABOUT CONDUCTING AN EFFECTIVE MEETING?**

Following your agenda and going into the meeting with nothing else on your mind is very important. It is important to be committed to the tasks at hand and believe in what you are doing as a team. You must also stick to the tasks at hand and not wander from the tasks at hand to ensure that you accomplish everything on your agenda in the allocated time slot.