

AS4H MEETING OBSERVATION

Observation Guide

MEETING DESCRIPTION

Date of meeting: Click or tap to enter a date.

Title of meeting: Click or tap here to enter text.

Name of observer: Person conducting meeting observation.

ACH represented: Choose an item.

DIRECTIONS FOR OBSERVER

- Record information for each meeting participant in the “Meeting Participants” table below.**
 - If information is not readily available on a meeting agenda, please follow up with the meeting coordinator to collect participant information.
- Use the “Meeting Observations” table on page 2 to record observations for each activity.**
 - Items:** Each item describes a meeting activity, characteristic, or other defining feature.
 - Observed?:** Indicate the extent to which you observed each item during the meeting. Use the “Observed?” column to indicate whether the item was:
 - Y = Yes, observed.
 - P = Partially observed.
 - N = No, not observed.
 - Na = Not applicable
 - Evidence or example:** Provide a brief description of the evidence used to reach your observation conclusion. Include examples, if possible.
- Note your overall impression of the meeting and other notes/reflections at the end of this guide.**

MEETING PARTICIPANTS

Representation	# of Participants	Participant Names	Notes
ACH staff			
Health care			
Public health			
Social services			
Community residents			
Tribal nations or services			
Other (please describe)			

Item	Observed?
Logistics	
1. Meeting agenda is provided to participants before the meeting.	Y/P/N/Na
<i>Evidence or example:</i>	
2. Meeting is recorded.	Y/P/N/Na
<i>Evidence or example:</i>	
3. Designated facilitator is present.	Y/P/N/Na
<i>Evidence or example:</i>	
4. Designated note taker is present.	Y/P/N/Na
<i>Evidence or example:</i>	
5. Participants are offered multiple methods for joining the meeting (e.g., computer and phone)	Y/P/N/Na
<i>Evidence or example:</i>	
6. Time is reserved for participant comment/questions during the meeting.	Y/P/N/Na
<i>Evidence or example:</i>	
Engagement	
7. Participants joining by computer keep their camera on.	Y/P/N/Na

<i>Evidence or example:</i>	
8. Multiple participants share/present information.	Y/P/N/Na
<i>Evidence or example:</i>	
<i>Names of participants involved, if applicable:</i>	
9. Multiple participants take on action items.	Y/P/N/Na
<i>Evidence or example:</i>	
<i>Names of participants involved, if applicable:</i>	
10. Multiple participants are involved in collaborative determinations/decisions.	Y/P/N/Na
<i>Evidence or example:</i>	
<i>Names of participants involved, if applicable:</i>	
11. Most participants engage in deliberation (e.g., active discussion among participants; not information dissemination/update meetings)	Y/P/N/Na
<i>Evidence or example:</i>	
12. Power dynamics are evident among meeting participants (e.g., participants cut one another off in discussion. talk over one another, etc.)	Y/P/N/Na
<i>Evidence or example:</i>	
<i>Names of participants involved, if applicable:</i>	
Diversity <i>Many types of diversity may be present. This could be diversity of sectors, organizations, or professional roles. This could also be diversity of race, gender, or ability. These examples are not exhaustive; please note any type of diversity you observe in the meeting.</i>	
13. Diverse individuals are present.	Y/P/N/Na
<i>Evidence or example:</i>	

14. Diverse individuals actively participate in the meeting.	Y/P/N/Na
<i>Evidence or example:</i>	

Observer's overall impressions of the meeting:

Click or tap here to enter text.

Additional notes or reflections:

Click or tap here to enter text.