

Meeting Reflection Tool Using the Focused Conversation Method

Meeting D.S. Community Biz Group Formation Date 3-30-11 Topic Moving Community Development Forward

Objective:

Rational Aim (RA): Agree on temporary structure to move forward

Experiential Aim (EA): Work with 1 voice. Engage people in priority actions

Who attended? Biz owners, CEO, Community Assoc. Leaders What happened? Reviewed agreements, task, hopes, action items

What did we hear, see, etc.? People questioned prior decisions. Posted tasks - rearrangement. People left happy. last minute add to agenda (15 min @ front, took 30). Ended late.

Reflective:

What was the mood of the group? Enthusiastic, over-welmed w. to dos

What happened to you internally? Concerned about time. Frustrated by questions. let down by Design Team.

Where were you pleased? Most all took ownership of something. Temporary structure, action plans, commitments

Where were you uneasy? CEO questions & directive during session = political posturing on land use. Room, lighting.

Interpretive:

What did you do that worked? Listened to the group when they wanted to be more strategic on structure and drew the model. Able to get priority teams id'd to start.

What didn't work? I talked too much should have worked with design team to do the presentations.

What did you learn? You need to start over every time at basics if there are new people or people who have missed sessions. Perhaps brief CEO in advance or phone call to catch up. There is no such thing as a quick presentation at the beginning of the meeting.

How did the flow and process of the meeting satisfy the RA & EA? All aims of the meeting were met but it was sloppy, messy & ended late.

Decisional:

If you had to do this meeting again, What changes would you make? Ask client what we should eliminate from meeting to allow presentation time. Ask for support in advance from design team - ask for someone to present structure.

What is your follow up plan? Send sketch to all participants. Debrief w. client.