**Meeting Reflection Tool Using the Focused Conversation Method**

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| --- | --- | --- | --- | --- | --- |
| Meeting |  | Date |  | Topic |  |

**Objective:**

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| --- | --- | --- | --- | --- | --- | --- |
| Rational Aim (RA): |  | | | Experiential Aim (EA): |  | |
|  |  | | |  |  | |
| Who attended? | |  | | What happened? | |  |
|  | | |  |  | |  |
| What did we hear, see, etc.? | | |  | | | |

**Reflective:**

|  |  |  |  |
| --- | --- | --- | --- |
| What was the mood of the group? |  | What happened to you internally? |  |
|  |  |  |  |
| Where were you pleased? |  | Where were you uneasy? |  |

**Interpretive:**

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| --- | --- | --- | --- | --- | --- | --- |
| What did you do that worked? |  | | | What didn't work? |  | |
|  |  | | |  | |  |
| What did you learn? |  | | | | | |
|  | |  | |  | |  |
| How did the flow and process of the meeting satisfy the RA & EA? | | |  | | | |

**Decisional:**

|  |  |
| --- | --- |
| If you had to do this meeting again, what changes would you make? |  |
|  |  |
| What is your follow up plan? |  |