



## *'The Way We Are'* – Meeting Reflection Diary

Meeting facilitators (chairs of committees, group and task force leaders) are interested in seeking ways of enhancing meeting productivity. If you are struggling with specific challenges – chances are your colleagues are too. This form is designed to assist you to reflect on the process of your meetings.

You are invited to complete the form after a group meeting and submit it to COFFEE for inclusion in the upcoming COFFEE Webinar on April 27, entitled *“Troubleshooting CoPs”*. We will address your challenges and respect privacy.

What worked well at this meeting?	What did not work well?
Are you satisfied with the <b>QUANTITY</b> of interaction between participants at this meeting?	Are you satisfied with the <b>QUALITY</b> of interaction between participants at this meeting?
Did disagreements between participants help to make the meeting productive? Can you tell a story?	Did disagreements between participants hinder the productivity of the meeting?. Can you tell a story?

Tell us your name if you wish. ....

Please email completed form or simply email a challenge you would like COFFEE speak to:

[Jackie.Egg@rdc.ab.ca](mailto:Jackie.Egg@rdc.ab.ca)

Thank you for your participation