

BUAD3000 Homework 1: Section 1
Meeting Observation and Evaluation

This assignment is worth up to 14 points (7% of course grade).

Your completed group-meeting observation form must be submitted as a typed hard copy before the end of class on Wednesday, October 27th. This form is posted on Blackboard.

This assignment involves completing the group meeting observation form by typing in the relevant information and submitting the completed assignment as a hard copy. To do so, you should attend, in person, one relatively important meeting involving at least 4 people, and then use the form to evaluate the group processes you observe. It is important that you explain your answers to the questions on the group meeting observation form. You should take a lot of handwritten notes during the meeting, and then type your responses (except for the diagram of meeting participants, which you may draw by hand) using the electronic version of the form.

You will have a better opportunity to conduct a meaningful observation and evaluation if you attend a relatively important meeting that lasts for a length of time, such as 45 minutes or longer. Some examples of meetings are: business, city council, county planning commission, school board, professional association, church, UCCS council, etc.