## Process check



The purpose of this exercise is to evaluate on how the study group is working and evolving.

Fill out the table with the different statements. Afterwards, talk to each other in the study group about how you rank all, or selected, statements.

Try also to create other statements yourselves so the process check fits you, and maybe your declaration of intent as well.

## **Alternative**

Fill out the table together and find a "grade" for each statement together.

We had problems staying on topic	1 2 3 4 5 6 7 8 9 10 focus	We stayed on topic and were very focused
Only a few contributed without any substantial support from the others	1 2 3 4 5 6 7 8 9 10 commitment	Everyone contributed and were prepared to pitch in
More than one person spoke at once and didn't take the time to listen	1 2 3 4 5 6 7 8 9 10 listening	We listened and built on what others said
We did not use a specific method for working with the text	1 2 3 4 5 6 7 8 9 10 methods	We used certain methods and activities
The discussions didn't lead anywhere	1 2 3 4 5 6 7 8 9 10 results	The discussions lead to understanding and solutions
One or more people were late for the meeting	1 2 3 4 5 6 7 8 9 10 time	Everyone was there on time so the meeting could begin
One or more canceled at the last minute or left early  (Source: Dahlbæk, A.: Studiegruppen)	1 2 3 4 5 6 7 8 9 10 participation	Everyone was present throughout the entire meeting

What did you answer?
What would you like more or less of?
Is there anything you need to change for the next meeting?



The table is a tool for evaluation that can be used as a conclusion to meetings or as a starting point for developing rules within the group.