

Observation form

1. Leadership: Who was the leader and how he/she was selected? Did the leadership experience any changes, was shared, or changed?

2. Situation analysis: Did the team analyse the situation consecutively? Did they consider the interests of other parties?

3. Definition of interests: How were the interests of team formulated and settled? How can you describe the process of defining team's interest? Did the team recognize the interests of the other parties and make adequate proposals?

4. Strategic Planning: Was the team aware of planned strategy and activities after the goal was set? Did all team members participate in developing of the strategy? Was there a common agreement on strategy at all?



5. Negotiation: Did the team nominate a function of negotiator? Did the team and negotiator/s follow the team's strategy? Was there any confusion about the strategy implementation?

6. Finding the agreement (in roundtable discussion): Were proposals assessed in terms of teams' interests? Did they summarize and present the areas of agreement and disagreement and opportunities to reach a compromise? How was the agreement confirmed?

7. Group dynamic: Did everyone participate? How can you describe a group dynamics? Please mention examples of agreements and/or disagreements.

8. Summary notes: What were the most and least effective things the team did?

