

# Group Meeting Observation Form

<b>Site Name</b>		<b>Site ID</b>
<b>Trainer</b>		<b>Date</b>
<b>Observation</b>	<b>Check box</b>	<b>Comments</b>
1. Flyers (current and prior)	<input type="checkbox"/>	
2. Agendas (current and prior)	<input type="checkbox"/>	
3. Sign-in Sheets (current and prior)	<input type="checkbox"/>	
4. Parents welcomed upon arrival	<input type="checkbox"/>	
5. Round Robin Role Play, if conducted	<input type="checkbox"/>	
6. Speaker(s) or Facilitator(s)	<input type="checkbox"/>	
7. Group Meeting topics match Survey Summary	<input type="checkbox"/>	
8. Parents engaged (current)	<input type="checkbox"/>	
9. Quality child care was arranged	<input type="checkbox"/>	
10. Refreshments were provided	<input type="checkbox"/>	
11. Warm-up activity conducted	<input type="checkbox"/>	
12. Parent evaluation conducted	<input type="checkbox"/>	
13. Door prize(s)/incentives	<input type="checkbox"/>	
14. Space was adequate	<input type="checkbox"/>	
15. Transportation was arranged for families as needed	<input type="checkbox"/>	
16. Staff engaged with parents	<input type="checkbox"/>	