

Process Observations: Logistics, Power and Privilege

General Goals:

- That we follow our generally intended process.
- Make sure we are all present and courageous enough to recognize when individual or systemic displays of unconscious power or privilege appear that impact or impair our aim for equity and sharing power.
- Note that not all points below require commentary.

Logistics

1. Were we on time?
2. Did we follow through with the Agenda we outlined and intended?
3. Did we clarify any items that seemed unclear?
4. Did all the assigned roles complete their responsibilities?

Power and Privilege

1. Was the meeting focused and effective for all participants?
2. In areas where perspectives differed, were we curious? Respectful?
3. Did everyone get a chance to share?
4. Was there space for minority opinions?
5. Were people conscious of the power and privilege they were exercising?
6. Did an action, expression or assumption have a marginalizing impact?
7. Do feelings need to be named and support re-established?
8. Did an opportunity for learning get overlooked?
9. Is there is a need for restoration of the team's shared purpose?
10. If so, what steps would the impacted person(s) be able to name?

Note to Process Observer: After naming your observations, be sure to ask the group if they observed anything or have additional comments.