

SESSION REPORT

Session ID

Part 1: Obligatory Information	Group	Date	Observer	Duration (start, end)	Breaks
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Has there been significant fluctuation in the number of attendants? Number of attendants: N (♀/♂)

Agenda item	Duration	Description (what is at stake (is there a proposal)? Internal/external impact? Hidden conflict?)	Type of communication	Participation (1; 10-100)	Decision mode	Decision result

Part 2: Session Particularities	<p>Could you observe a deviation from the standard praxis of the group with reference to one of the following issues? <i>Please note all particularities regarding: preparation of the session, place of meeting, type of invitation, availability of information, seating order, composition (roles: facilitator, note-taker, guests, newbies; gender; age; minorities), agenda-setting, hidden agenda, rules of discussion/decision-making participation, atmosphere, respect, conflict-cooperation, power, time-constraints, taboos</i></p>
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