

MEETING OBSERVATION SHEET

The sheet is filled out by the person who conducts the meeting

Date: _____

Place: _____

Number of participants: _____

Meeting description

In the first part of the meeting, a casual conversation should be conducted with the use of the following questions:

- * What are your impressions of the film that you have watched?*
- * According to you, what was the film about?*
- * What key words could be used to describe the film?*
- * Was the film inspiring? If yes, what has it inspired you to do?*
- * Have you heard of the film before?*
- * Will you read any information on the film from now on? If yes, where will you find it?*
- * Would you recommend the film to your friends?*
- * Would you include the film in the cinema programme?*

If the group agrees, the first part of the meeting should be recorded. The first part should last about 10-15 minutes. If the group does not agree or there is no technical possibility to record the first part of the meeting, a short report should be drawn up on the information collected during the conversation, and it should be included in the report of the meeting according to the instruction below:

Describe below: 1) what the meeting was about, 2) the course of the meeting, 3) how it was received by participants, 4) what your feelings related to the meeting are, 5) the most interesting moments of the meeting. Photo and film material will constitute a valuable addition to the report of the meeting. It can be handed over to coordinators together with the filled out sheet.
