

NOTE-TAKING TEMPLATE

NAME OF GROUP:

DATE OF MEETING:

1. PARTICIPANTS AND POINT OF CONTACT:

2. GOAL OF MEETING:

3. ADVOCATE'S ASK (IF THERE IS ONE):

4. TOPIC OR ISSUE:

5. IMPACT ON CONSTITUENTS OR DISTRICT:

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6. WHAT EFFORTS HAS THE ADVOCATE ALREADY MADE TOWARD ADDRESSING THIS ISSUE?

7. WHAT OTHER GROUPS ARE ALSO INTERESTED IN THIS ISSUE?

8. WHAT ARE THE OPPOSING ARGUMENTS?

9. DOES THE ADVOCATE HAVE SUPPORT FROM OTHER MEMBERS OR GROUPS? IF SO, WHO?

10. NEXT STEPS: