**Notetaker Outline**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What kind of community do you want?
2. Given what we just said, what are the two or three most important issues when it comes to the community?
3. What concerns do you have about this issue? Why?
4. How do the issues we’re talking about affect you personally?
5. When you think about these things, how do you feel about what’s going on?
6. What do you think is keeping us from making the progress we want?
7. When you think about what we’ve talked about, what are the kinds of things that could be done that would make a difference?
8. Thinking back over the conversation, what groups or individuals would you trust to take action on these things?
9. If we came back together in six months or a year, what might you see that would tell you that the things we talked about this afternoon/tonight were starting to happen?
10. Now that we’ve talked about this issue a bit, what questions do you have about it?

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**Observed emotions/behaviors:**

pleasant/friendly/tactful/cordial/warm/playful/helpful/enjoyed the meeting/responsive/agreeable/polite/docile/deferential/eager to please/flattering/passive/noncommittal/flippant/engaged/candid/guarded/withdrawn/suspicious/ perfunctory/unfriendly/resentful/indignant/confrontative/rigid/abrasive/opinionated/oppositional

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**Immediately following the conversation, together with the facilitator, answer the following questions:**

1. What did you make of the conversation?
2. What ideas, actions or comments really seemed to resonate with the group?
3. What did you notice in terms of the group’s energy and emotion?
4. What quotes stood out for you? What do we need to write down while it’s fresh?

Aspirations:

Main concerns:

Specific issue concerns:

Actions:

Who people trust:

Questions: