

INTRODUCTION

Groups should be taught to take their own minutes in group notebooks, where possible. However, facilitators should also be taking minutes in their own notebooks to ensure an accurate record is kept. After the meeting, facilitators should fill out the Emerging Issues table to keep their supervisors apprised of any issues and for ease of follow up.

Record the following information:

- Group Name
- Meeting Location
- Meeting Date
- Meeting Facilitator
- Agenda of the Meeting
- Minutes

Notes on the minutes: Meetings should be conducted in the order of the agenda items, and notes should be recorded on each agenda item. Minutes should not mention names of meeting participants but should focus on what happened in the meeting (for instance, questions asked, topics covered in the training, what members agreed or disagreed on, etc.). Minutes should be short and succinct.

EMERGING ISSUES

Challenge	Action	Date for Action	Person Responsible	Requires External Support? Who?