

Guidelines for Taking Notes

Instructions

- Take detailed notes at all Keystone Club meetings.
- Use **Keystone Club Meeting Notes** (page 2) to record highlights of the meeting.
- Write down the topics discussed and all decisions made by the team.
- If you have questions, feel free to ask speakers to slow down or clarify what they are saying.
- Make a note of any topics that require further discussion at the next meeting.
- Keep track of members who are present and members who are absent.
- Type the notes or neatly handwrite them.
- Organize the notes into a folder by date.

Keystone Club Meeting Notes

Name of Keystone Club _____

Date _____ Time _____ Location _____

Facilitator _____ Co-facilitator _____

Members in attendance

Members absent

Discussions

1.

2.

3.

Decisions (including action steps and person responsible)

1.

2.

3.

Topics to discuss at next meeting

1.

2.

3.