NOTE-TAKER TEMPLATE

Thank you for working as our note taker tonight.

Your job is extremely important for the success of this project. The information you capture in writing will help inform our research.

What we would like you to do:

- Take detailed notes on what **participants** are saying.
    - Write as much as possible. The more information we can gather, the better.
    - If people are talking, we would like you to be writing.
    - You do not need to write who said what (i.e. Rodney – "I think…") but rather focus on writing down what is being said.
- Do not write what facilitators say, focus on what participants are expressing.
- Please follow along with our agenda, and take notes in each section; use headings to indicate what section of the agenda your notes pertain to (e.g. Needs).
- In the event you chose to participate during a discussion please continue to take notes of what you and others are saying.
- Once the event is closed please give your un-edited notes to a facilitator.
- If you have any questions or concerns relating to the agenda, discussion, or event, ask a facilitator.

INTRODUCTION

This section is mostly about explaining the evening, and what we will be doing tonight.

- Please note any questions/comments by participants

IDENTIFYING COMMUNITY AND NEEDS

There are two parts to this section. To begin, we ask people to mark on a map where their community is. Then, the group will brainstorm the needs of their community.

- People will be discussing what they feel is missing from their community
- The facilitator is going to write down the key word of each need
- Please try to capture the conversation and all the different voices in the group.

POSSIBLE SOLUTIONS

The purpose of this session is to examine and discuss some possible solutions for the needs that the groups have identified. <Demonstrate how questions will be asked using the solutions chart so the note taker knows what to expect>

- People will be discussing possible solutions for each need,

- The facilitator is going identify which sector the group feel the need belongs and ask follow-up questions; please try to capture the reason participants give as to why they are placing each need in each category.
- Please try to capture the conversation and all the different voices in the group.

BREAK

EXPLORING ALTERNATE SOLUTIONS

The facilitator will work through each of the needs one more time, to ensure they are in the appropriate categories. This will follow with some discussion of co-operatives.

- o Please try to capture the group's perception of co-operatives and any questions/comments they raise.
- o Participants will examine the 'other' category for a solution. Please ensure to note any reasons they give why or why not this would be an option.
- o Also please note any barriers or challenges noted by the group.
- o Please try to capture the conversation and all the different voices in the group

PLOTTING EXERCISE

The facilitator will ask the participants to plot their communities on a graph. After the exercise there will be some discussion about the areas they plotted.

- Please pay extra attention to any justification or rationale participants give for having their community in a specific area.

CLOSING

- Please ensure you capture any questions, comments, or feedback given during this time.