



National Parents Union

Meeting Note-Taking Worksheet

Group/Participants:

Meeting with:

Issues Discussed:

Key Takeaways*:

Follow-up materials or information promised:

**Note as a follow-up to the meeting, we recommend you answer the following debrief questions while the meeting is still fresh in your mind:*

- Issues Discussed?
 - Success in persuading individual/s?
 - Feedback/reaction from individual/s?
 - What did you hear that surprised you? Anything you didn't expect? Or did you hear anything that particularly interested you?
- What did you learn?