



Facilitator & Notetaker Tips

Facilitator Tips

- Depending on the purpose of meeting and any ground rules previously established, the group does not have to reach agreement.
- Work with the note taker to make sure everyone can get their words on the easel as they intend them.
- Facilitators should work to remain neutral.
- Disagreement is normal and ok. We want to know everyone's thoughts and ideas.
- Briefly review the community agreements (or ground rules).

Notetaker Tips

- Please write your name and e-mail if possible on the first page of the notes in case there is a later question.
- Number each sheet with easel number and page number.
- Identify each set of notes with a clear title.
- Capture notes so that someone from outside the group can understand what occurred in the meeting.
- Capture the main ideas and themes (not every word) in bullet point format. A verb usually helps.
- Check with the speaker or the group to make sure the notes are correct.
- If you feel that an idea has already been captured, check with the speaker to see how they want to capture their addition.
- Ask the group to indicate ideas to circle that seem to have good support in the group.
- Alternate marker colors when writing so the ideas will stand out. If alternate colors have meaning, be sure to indicate this on the notes.
- Use the words of the speaker as closely as possible. Be careful not to alter the intended meaning.
- Write neatly so everyone can read the notes.
- Be aware of times when recording is not appropriate (for example, when people are sharing personal stories).