

IIW #14
Notes Taker Form

If taking notes electronically onto this form please email this document as an attachment to: iiwnotes@gmail.com and put the day, session number and location letter in the subject line.

If taking notes by hand please come to Documentation Center to type them up on a computer
- it will only take a few minutes! Thank You!

Session Topic: _____

Session # _____ **& Session Location** _____

Convener:

Notes-taker(s):

Tags for the session - technology discussed/ideas considered:

Discussion notes, key understandings, outstanding questions, observations, and, if appropriate to this discussion: action items, next steps: