

## KAIROS Meeting Minutes with Elected Official

Legislator's Name (Last, First)  Legislative Staff Present		Riding	Riding  Meeting Date & Time (dd/mm/yy, 2:30 pm)	
		Meeting Date &		
Type of Meeting:	KAIROS Members in Meeting:	Constituent?		
□ MP	Leader:		Duration of Meeting	
☐ MP Staff	Recorder:			
☐ MPP/MLA				
☐ MPP/MLA Staff			Riding(s) of KAIROS Local Group	
☐ Delivered handout(s	) only			
Notes including legislator	r`s concerns, comments, and questions. Please wr	ite legibly.		
*Champion Scale:A	A B C D (For an explanation, plo	ease refer to the document: Ho	ow to take great notes in a lobby meeting	
Other elected officials wi	ith whom the rep works well			
Follow-up tasks:				
Thank you assist and the				

## **Directions:**

\* See *How to Take Great Notes in a Lobby Meeting* for explanation. After the meeting, the meeting leader and recorder review the notes. The recorder types out the notes and submits to Shannon Neufeldt at sneufeldt@kairioscanada.org.