KAIROS Meeting Minutes with Elected Official

Legislator’s Name (Last, First) ____________________________________________
Riding ____________________________________________
Legislative Staff Present ____________________________
Meeting Date & Time (dd/mm/yy, 2:30 pm) ____________________________

Type of Meeting: KAIROS Members in Meeting: Constituent?
☐ MP Leader: ____________________________ ☐
☐ MP Staff Recorder: ____________________________ ☐
☐ MPP/MLA ____________________________ ☐
☐ MPP/MLA Staff ____________________________ ☐
☐ Delivered handout(s) only ____________________________ ☐

Duration of Meeting ____________________________
☐ Riding(s) of KAIROS Local Group ____________________________

Notes including legislator’s concerns, comments, and questions. Please write legibly.

*Champion Scale: _____ A _____ B _____ C _____ D (For an explanation, please refer to the document: How to take great notes in a lobby meeting)

Other elected officials with whom the rep works well ____________________________

Follow-up tasks:

_____________________________

Thank you assigned to: ____________________________

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@kairosCanada.org.