



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:
<input type="checkbox"/> MP
<input type="checkbox"/> MP Staff
<input type="checkbox"/> MPP/MLA
<input type="checkbox"/> MPP/MLA Staff
<input type="checkbox"/> Delivered handout(s) only | KAIROS Members in Meeting:
Leader: _____
Recorder: _____

_____ |
|---|--|

- | | |
|---|--|
| Constituent?
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | _____
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.