**KAIROS Meeting Minutes with Elected Official**

<table>
<thead>
<tr>
<th>Legislator’s Name (Last, First)</th>
<th>Riding</th>
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<tr>
<th>Legislative Staff Present</th>
<th>Meeting Date &amp; Time (dd/mm/yy, 2:30 pm)</th>
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**Type of Meeting:**

- [ ] MP
- [ ] MP Staff
- [ ] MPP/MLA
- [ ] MPP/MLA Staff
- [ ] Delivered handout(s) only

**KAIROS Members in Meeting:**

- Leader: __________________________
- Recorder: _________________________

**Constituent?**

- [ ]

**Duration of Meeting**

- [ ]

**Riding(s) of KAIROS Local Group**

- [ ]

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

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*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@kairioscanada.org.