**CONVENER'S NOTES PAGE**

**This page is provided to make it easier to capture notes about who attended your session, what happened in the meeting, and what can be done next.**

ISSUE:

CONVENER(S):

PARTICIPANTS:

(please pass this around the circle during your session so that everyone can sign it)

SUMMARY OF KEY POINTS, CONCLUSIONS, and/or NEXT STEPS:

(use as many pages as necessary)



**Please remember that conveners are responsible for typing up the proceedings from their sessions. Computers available daily until dinner.**