



**DURHAM CAN | ORANGE COUNTY JUSTICE UNITED
WAKE COUNTY SPONSORS
NC CONGRESS OF LATINO ORGANIZATIONS**

NORTH CAROLINA INDUSTRIAL AREAS FOUNDATION | 4907 GARRETT RD DURHAM 27707 | 919 328 3966

WCS HOUSE MEETING REPORT FORM

BASIC INFORMATION:

Institution: _____ Date: _____

Facilitator Name: _____

Notetaker Name: _____

NOTE TAKER INSTRUCTIONS:

- **During the Meeting:** Record participant names and their concerns as they are mentioned. Ideally this is done on big paper or a whiteboard that is visible to all.
- **At the Conclusion:** Ask the group to prioritize the top three concerns that were most deeply felt during the conversation. Consider grouping concerns into broader categories.
- **Submit Notes after the Session.** Send the summarized list of concerns to wakeorganizing@gmail.com. Also note the names of any potential leaders identified during the session.

PRIORITY CONCERNS:

- 1.
- 2.
- 3.

NAMES OF POTENTIAL LEADERS:



**DURHAM CAN | ORANGE COUNTY JUSTICE UNITED
WAKE COUNTY SPONSORS
NC CONGRESS OF LATINO ORGANIZATIONS**

NORTH CAROLINA INDUSTRIAL AREAS FOUNDATION | 4907 GARRETT RD DURHAM 27707 | 919 328 3966

SAMPLE NOTE TAKING FORM

RECORD PARTICIPANT NAMES AND THEIR CONCERNS BELOW. PRINT MULTIPLE PAGES AS NEEDED.

NAME:
CONCERN:

NAME:
CONCERN:

NAME:
CONCERN:

NAME:
CONCERN:

NAME:
CONCERN:

NAME:
CONCERN:

NAME:
CONCERN:
