

Elements of Good Meeting Minutes

Important things to capture:

- What was the **(supporting) ask** in this meeting?
- **Concerns** of the staffer/Parliamentarian with respect to our policy.
- **Questions** the staffer/Parliamentarian had about our policy.
- **Recommendations** the staffer/Parliamentarian had about our policy or strategy
- Points about our strategy or policy the staffer/Parliamentarian **found interesting**.
- Who the Parliamentarian works well with across the aisle, or in their own party.
- Separate (in parentheses or brackets), your sense of the staffer/Parliamentarian. Were they engaged? Were they interested? Were they hostile? Did they want to be anywhere but in that meeting? What was their body language? Discuss this with others after the meeting as well to make sure your impressions match.
- **Action items** for the MP/staffer
- **Action items** for your group.

Tips for Effective Note-Taking

- While useful to capture what CCLers were saying for context of the discussion, if it is a choice between writing down what a CCLer said and what a staffer/MP said, always pick the staffer/Parliamentarian !!!!
- After the conversation, go over your notes right after the interview, fill in blanks from short-term memory, and clean up any mistakes or illegible patches.
- As soon as you are back at a computer, type up your notes. . You'll remember things you didn't write down, and you'll still be able to remember what your scrawls mean.
- Define abbreviations.
- Use complete sentences.
Submit typed notes either using [CCL's online form](#) for meeting minutes or send the notes to: canada@citizensclimatelobby.org but not both.

Note: Please do not include criticisms of CCL volunteers in the meeting notes. Handle any such issues separately with your regional coordinator or group leader.

CAUTION: It is not advisable to give the minute-taking responsible to a new CCLer.

PLEASE BE SURE TO TAKE A PICTURE AND SEND IT TO:
canada@citizensclimatelobby.org

[Click here for complete instructions and examples of good and bad minutes.](#)

CITIZENS CLIMATE LOBBY'S STANDARDIZED LOBBYING NOTES - PLEASE SUBMIT TO US ASAP

Date:

Contact Information:

Politician:

Staff:

Time Allotted /Actual	
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Leader	Constituent	Time Keeper
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CCL Expert	Photographer	Minute Taker
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Climate Science	Economy/Jobs	Technology
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Other CCLers		
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Main Discussion Points	
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Follow-up plans and assignment	
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Who can they work with? Who do they sit near in Parliament? Who do they work with on committees?	
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Misc.	
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