

## **Day Resource Center Input Meetings**

### **Recorder Instructions**

- Introduce yourself to the group and let them know that you will be recording their conversation by note-taking but will not be attaching names to comments.
- Let participants know that they should check the flip chart notes to make sure that you are accurately recording their key ideas.

#### **Recorder specific instructions:**

- Put a header on the flip chart paper that indicates what question is being addressed.
- Write as legibly as possible.
- Bullet point the comments. These do not have to be full sentences. No names should be attached.
- Write down key ideas (no need to record verbatim conversation).
- If you use more than one sheet to record responses, label all sheets on the upper left hand corner with the question's number and keep them together so question responses don't get mixed up.
- At the end of the evening Mindy or Sharon will collect your flip chart paper notes.

***Thanks so much for your assistance!***