## Sample Data Meeting Notes Catcher

The notetaker can use this template to capture discussion, recommendations, and decisions. In advance of the meeting, the protocol lead can fill in known information about the evaluation questions, data for analysis, context on the data, and limitations of the data. The lead can project the template during the meeting so all participants can view the notes being recorded.

**Data Meeting:**

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| **Evaluation Question(s)** |
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| **Data Participants Will Analyze** |
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| **Context** |
|  |
| **Limitations** |
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| **Group Observations** |
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| **Interpretations** |
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| **Implications for Work** |
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| **Needed Actions and Next Steps** |
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