**Insight capture**

|  |  |
| --- | --- |
| **Where was the engagement done?** |  |
| **Date** |  |
| **Who was there (names/orgs as appropriate)?** |  |
| **How is their insight relevant to the engagement task?** | (capturing info about demographics, lived experience, subject expertise, etc.) |
| **Task** |  |
| **Conversation capture** |  |
| **Key themes and insights** |  |
| **How this engagement will inform next steps** |  |