

# Insight Capture

Whenever we engage, it is important to capture the insight and use this to inform future work and to feedback to communities the outcome of their involvement.

Where was the engagement done?	
Date	
Who was there (names/orgs as appropriate)?	
How is their insight relevant to the engagement task?	Capture information about demographics, lived experience, subject expertise, etc.
Task	Describe what was asked of the group - i.e. activities, questions, workshop outline
Conversation capture	
Key themes and insights	
How will this engagement inform next steps?	

# Insight Capture

Whenever we engage, it is important to capture the insight and use this to inform future work and to feedback to communities the outcome of their involvement.

Where was the engagement done?	
Date	
Who was there (names/orgs as appropriate)?	
How is their insight relevant to the engagement task?	Capture information about demographics, lived experience, subject expertise, etc.
Task	Describe what was asked of the group - i.e. activities, questions, workshop outline
Conversation capture	
Key themes and insights	
How will this engagement inform next steps?	