

INNOVATION DOCUMENTATION FORM

SECTION 1: MEETING

Documenter: _____ Meeting: _____ Date: _____

Scene (e.g., main room, interpretation room, small groups, breakout rooms):

Technology (e.g., Zoom, Miro, white board):

Documentation method:

Live Recording Both

Purpose/Agenda for the meeting:

Were all agenda items discussed? Yes No

If no, what was the reason for not addressing all items?

Time meeting started (note if meeting started late):

Time meeting ended (note if meeting ended early or late):

SECTION 2: ACTORS

Group (e.g., CAB Community members): (repeat as needed for additional groups)

Name, Organization, Partner role (complete prior to meeting if possible)

Comments (include information about whether person arrived late or left early and time if known, and if there were technology issues (unstable internet, phone connection issues) and whether this had an impact on the quality of communication or conversation):

Time talking (enter in number of minutes): _____

Primary language for participation: _____ **Used interpreter**

Interrupts (Who, why): _____

Name, Organization, Partner role (complete prior to meeting if possible; repeat as needed for additional members)

Comments (include information about whether person arrived late or left early and time if known, and if there were technology issues (unstable internet, phone connection issues) and whether this had an impact on the quality of communication or conversation):

Time talking (enter in number of minutes): _____

Primary language for participation: _____ **Used interpreter**

Interrupts (Who, why): _____

Is there variation in terms of engagement across language groups?

Additional observations not listed above:

CALCULATE AFTER MEETING:

How much time did each group talk during the meeting?

CAB Community members: _____ total minutes

Add totals for additional groups as needed

SECTION 3: ACTS

Sender Who and What	Target To whom: individual, sub- group, entire group	Scene (select one)	Type (select all that apply) Seeking info: Asking for information from individual/group Giving info: Providing unsolicited facts, data, or opinion, providing information as a response Agreement: Agreeing with or endorsing others statements or summaries Summation: Summarizing points and making conclusions Closing: closing statement at end of meeting	Comments
		<input type="checkbox"/> Main room/Entire group <input type="checkbox"/> Breakout room/Small group <input type="checkbox"/> Chat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Seeking Info <input type="checkbox"/> Giving Info <input type="checkbox"/> Agreement <input type="checkbox"/> Summation <input type="checkbox"/> Closing <input type="checkbox"/> Other	
		<input type="checkbox"/> Main room/Entire group <input type="checkbox"/> Breakout room/Small group <input type="checkbox"/> Chat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Seeking Info <input type="checkbox"/> Giving Info <input type="checkbox"/> Agreement <input type="checkbox"/> Summation <input type="checkbox"/> Closing <input type="checkbox"/> Other	

Add rows as needed

(average for our 2 hour CAB meetings was 92 Acts, range 10-177 Acts)

Additional/overall documentations and notes not listed above:

