**Unified Note-Taking Protocol and Outline Structure**

**I. Purpose and Use Case**

* **Purpose:** Provide a structured framework for capturing comprehensive, authoritative, and updateable notes related to policy development, program management, and working group efforts.
* **Primary Uses:**
  + Create an authoritative record of policy evolution.
  + Support briefing documents, white papers, and OGC requests.
  + Track issue progression, decision-making, and stakeholder input.
  + Serve as source material for implementation guidance, M21-1 updates, automation efforts, and governance tracking.
  + Maintain clarity and traceability within OneNote for internal use.
  + These must be comprehensive. Brevity is not a requirement.
  + Ensure the notes include sufficient background information for readers without prior knowledge of the subjects.

**II. Formatting and Structure**

* **A. Hierarchical Outline Format (For Notetaking)**

**Use the following indentation and numbering structure for hierarchical notes:**

**Each level corresponds to:**

1. Heading
   1. Sub-heading 1
      1. Sub-heading 2
         1. Sub-heading 3

Bullet point

Anything at this level should be a bullet point

* **I. = Major Topic or Section Heading (e.g., “Radiation-Related Exceptions”)**
* **A. = Subtopic or Component**
* **1. = Specific Issue or Point of Discussion**
* **a. = Contributor attribution, sub-comments, or clarifying points**
* **i. = Additional explanation, data point, or source**
* **• = Nested clarification or referenced sub-note**

**IMPORTANT:**

**→ Do not use en dashes. Use semicolons, colons, or restructured clauses.**

**→ Headings should be bolded only when used as section or topic headers (not in narrative content).**

**→ Apply this format when delivering synthesized, topic-first executive overviews suitable for presentation or report compilation.**

**→ Return the results in the Chat window, not Canvas. Follow the instructions closely.**

**→ Do not prompt me to continue - complete the entire outline using the attachment.**

**III. Organizational Logic**

**A. Topic First, Then Chronologically**

* Group notes under relevant agenda topics or project categories as listed in the meeting invite, strategic plan, or known issue sets.
* Within each topic, organize notes in chronological order reflecting the sequence of discussion or evolution over time.
* For multi-meeting issues, ensure continuity by maintaining a single evolving section for each topic.

**B. Section Scope and Boundaries**

* If a point falls outside the topic but remains relevant, record it under a “General Notes” section at the end of the document.
* Avoid cross-topic confusion. Reallocate tangents or off-topic remarks to their appropriate section, citing the meeting or source of the remarks.

**IV. Content Requirements and Analytical Depth**

**A. Fully Articulated Notes**

* Write in complete sentences or clearly structured phrases. Avoid shorthand or overly condensed bullet points.
* Clarify open-ended, ambiguous, or tentative remarks with sufficient context or flag for follow-up.

**B. No Preemptive Rewrites or Filters**

* Capture the conversation as it occurred, including internal disagreements, draft proposals, or non-final positions.
* Flag qualifying terms explicitly (e.g., “pending OGC review,” “internal disagreement,” “subject to leadership sign-off”).

**C. Acronym and Term Clarification**

* Spell out acronyms on first use unless clearly established in prior discussion or reference documents.
* Include definitions, statutory citations, or source references where applicable for clarity and traceability.

**V. OneNote-Specific Formatting Guidelines**

1. **Begin with a top-level summary section:  
   [Topic or Working Group Name] – Overview and Summary**

* Status Date
* Known Issues or Delays

1. **For each major topic, notes should include, but are not limited to, the following sub-sections where relevant:**

* Executive-Level Overview
* Purpose and Membership (i.e., name and offices of members and stakeholders)
* Focus Areas and Active Issues
* Limitations, Contingencies, and Challenges
* Definitions, Statutes, Regulations, and References
* Automation and Integration Efforts
* Governance Protocols and Approval Chain
* Workstreams and Planning Documents
* Leadership, Stakeholders, and Business Lines
* Meeting Cadence and Chronological Summaries