

4b. DISCOVER MEETING MINUTES TEMPLATE

Date of meeting:

Place of meeting:

Participants:

Areas of discussion

Personal Background of **[Name of the interviewee]** and their association with **[Org Name]**.

Background of the organisation (**Genesis, History, Milestones**)

Theory of Change

Organisation details (**Structure, Size, people**)

Financial details (**Operating budget, Donors, Size of donations**)

Ecosystem Understanding (**details about key players and levers in the livelihoods Ecosystem**)

Strengths and challenges of specific programs and of overall organisation

New opportunities for the future, Aspirations of the people (**in the organisation**) and the organisation

Any other areas of information covered in the meeting