



Event Note Taking Template

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How to use this note template:

1. Rename this document using this format: Outreachname_DateofEvent
2. Choose a table below and include your name in the top row - this is your table to take notes in.
3. Please use the examples as guidance and remove them as you take meeting notes.
4. Observation - *what are you seeing/hearing?*
 - Write down specific observations
 - Be detailed and descriptive
5. Inference - *what do you think about what you're seeing/hearing?*
 - Write down your interpretation or insight gained from the observation
 - Be detailed and descriptive
6. Question(s) - *what questions do you have about what you're seeing/hearing?*
 - Make it clear and focused
7. Possible Theme(s) - *Is there a common theme about what you're seeing/hearing?*
 - List any recurring patterns, themes, or broader topics that seem relevant or significant based on the observation

Name	
Observation	Inference
<ol style="list-style-type: none">1. (Example) Increased use of electric vehicles in urban areas2. Example 2	<ol style="list-style-type: none">1. (Example) The trend might be due to increased environmental awareness and the availability of charging stations in the urban areas2. Example 2
Questions	Possible Themes
<ol style="list-style-type: none">1. (Example) Why are consumers choosing electric vehicles over	<ol style="list-style-type: none">1. (Example) Consumer behavior, environmental policy impact, economic

traditional gasoline cars in urban areas? 2. Example 2	factors in technology adoption 2. Example 2
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