



NOTES COVER PAGE

United Nurses of Alberta

DAY	MONTH	YEAR

BUILDING _____ START TIME: _____

ROOM # _____ END TIME: _____

TYPE OF MEETING _____ FILE # _____

NAME OF MEMBER (if applicable) _____ LOCAL # _____

EMPLOYER REPRESENTATIVES (including titles):

NOTE TAKER: _____

DOCUMENTS SHARED AT MEETING: _____

DOCUMENTS REQUESTED: _____

HINTS for note taking

- ◆ identify who is speaking using initials
- ◆ identify questions and responses
- ◆ capture important points verbatim if possible
- ◆ if points are missed during the meeting, it is fine to add them immediately after or as an addendum identified as a late entry
- ◆ indicate if notes are from a caucus
- ◆ some find it useful to divide the page, one side for Employer and the other for Union

UNION REPRESENTATIVES (including titles):

NOTE TAKER: _____

DOCUMENTS SHARED AT MEETING: _____

DOCUMENTS REQUESTED: _____
