

DIALOGUE SUMMIT 2023



Note-Taker's Responsibilities:

- 1. Take clear and concise notes of the discussion. This includes capturing the main points, decisions, and action items.**
- 2. Take notes on the shared document.**
- 3. Be attentive. Pay attention to the discussion and listen carefully to what is being said.**
- 4. Be selective. Don't try to record everything that is said. Instead, focus on the key points and decisions.**
- 5. Be accurate. Make sure that your notes are accurate and that they reflect the discussion that took place.**

Timekeeper's Responsibilities:

- 1. Always keep one eye on the clock while participating in the discussion.**
- 2. Each participant is allowed to speak for 3 minutes, max.**
- 3. Kindly remind the facilitator if a person exceeds his/her 3-minute turn.**

