Subject Notes:	Observations & Insights:
Use this part of the form to record your notes on what happened in the meeting. Usually these are content notes about the topics discussed or decisions made. You might also be watching for certain process areas, such as staying on track, focused speaking, or closure.	List here anything you think about while you are observing: Critical thinking you have about the subject: new connections or questions that occur to you. Insights about the conversation or process you don't want to forget. Actions you intend to take.

Subject Notes:	Observations & Insights: