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| Note Taking Tool  |
| Date of Conversation: | Location: |
| Facilitator: | Note taker: |
| # of participants: | Group engaged: |

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| **What do people want their community to be?** | **Words people use to describe their ideal community** |
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| **How is the community that people want different from what they see today? What challenges does the community face?** |
| **Listen for:**The words people use to label their concerns/ challenges |

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| **What division/divide most impacts the community?** |
| **Listen for:**How does this impact the community? How does it impact the participants? |

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| **What role, if any, do people see the city/nonprofit playing in this divide?** |
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| **Where can we get started?** |
| **Listen for:** What seems to give people confidence that we can move forward together?What are signs of progress?  |

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| **What role do people see for themselves individually and the city in taking action?** | **Trusted Actors** |
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## Immediately after the meeting, take 10 minutes to discuss the following questions with the facilitator:

1. What were the key things you learned about the kind of community people want and the challenges they see in getting there?
2. What ideas or comments really seemed to resonate and move the conversation forward? What helped people to think about ways to work across dividing lines?
3. Where did people think we could get started to take action together? Are there some key factors that seemed important to people in thinking about where to get started?
4. What was the mood of the conversation?
5. What surprised you?