Co-operative Engagement | Insight Capture

Whenever we engage, it is important to capture the insight and use this to inform future work, and to feed back to communities the outcome of their involvement.

Insight Capture

Where was the engagement done?	
Date	
Who was there (names/orgs as appropriate)?	
How is their insight relevant to the engagement task?	*(capturing info about demographics, lived experience, subject expertise, etc.)*
Task	
Conversation capture	
Key themes and insights	
How this engagement will inform next steps	