

[Make a Copy] Team Notes – [TOPIC] Project

Adapted from an anonymous researcher's notes template.

General Project Information

This section is a single place to keep track of all general / big-picture project information:

- *What is the main research question and goal of the research?*
 - [TO DO: Fill this in.]
- *Who is working on this, and what are their roles / what is the division of labor?*
 - [TO DO: Fill this in.]
- *What are the relevant deadlines?*
 - [TO DO: Fill this in.]

Relevant Documents

This section is a single place to keep track of all the documents produced in the course of this research, like various drafts or your code repository.

- [TO DO: Add links to documents here.]

Meeting Notes

At the start of each meeting, copy the below “Template” section into an outline for the current meeting’s notes, and replace the word “Template” in the copy with the current date. Then, everyone spends a few minutes adding updates and discussion points under the respective bullets, with their initials. Ideally, everyone has prepped this before the meeting, so you can jump straight into it. For example, John Doe could write: “JD: Interviewed five experts at [organization]; learned that [...].”

Template

- **Updates/what you’ve been up to** [10min]
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- **Discussion points or blockers** [15min]
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- **Next steps/action items** [5min]

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[Meeting date]

- **Updates / what you've been up to** [10min]

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- **Discussion points** [15min]

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- **Next steps / action items** [5min]

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