

es, with timestamps at the beginning of every line. You'll do recording and most timestamp note-taking during the meeting, but we recommend you spend a total of 30-60 minutes checking for accuracy and cleaning up notes/timestamps after the meeting.

Please note the meeting's start and end time with timestamps. Include any notes about audio quality and challenges at the top of the notes. Include timestamps for items that correlate to the meeting agenda, such as roll call, public comment, each agenda item, etc. Also, include timestamps every five minutes as you record; this makes it easier to double-check a quote or discussion item. We recommend a minimum of five timestamps, with more depending on the length of the meeting.

Use this timestamp format: [00:10:00] which would indicate 10 minutes.

See below for more specific instructions and links to helpful tips from the [Documenters Field Guide](#).

Indianapolis Documenters

POWERED BY MIRROR INDY

Audio Role Instructions

Your notes should be 2-4 single-spaced pag

You will have to submit a [Checklist](#) about your meeting when you turn in your assignment on Documenters.org. We have included a copy of the Checklist in this document, in case it's easier to record information in real time (start/end time, # of people in attendance, etc).

{{ assignment.name }}

Documenter name: {{ role.user }}

Agency: {{ assignment.agency }}

Date: {{ assignment.start_date|date:'N j, Y' }}

[{{ url }}](#) See more about this meeting at Documenters.org

Timestamps

Here are three steps to preparing to record audio:

1. **Pre-research:** Understand the agency and agenda before the meeting starts ([Get tips](#))
2. **Check your tech:** Make sure your devices are charged or plugged in, and that you have enough memory to record the audio. ([Get tips](#))
3. **During the meeting:** Focus on agenda items, debate, decisions and details like ordinance numbers, names and titles. Collect all available handouts for reference to make this easier ([Get tips](#))
4. **Revision:** Clean up and fact-check your audio timestamps afterward so that your reader can make sense of them ([Get tips](#))

[00:00:00]: Meeting Start Time

[00:00:00]: Description of what occurred

[00:00:00]: Description of what occurred

[00:00:00]: Description of what occurred

[00:00:00]: Meeting End Time

Follow-Up Questions & Observations

Did you experience any challenges while recording audio for this meeting? What are you left wondering? What observations or learnings are you taking away from this meeting? What do you feel, think or predict?

- ...
- ...

Checklist

You will be asked to submit the following checklist when you turn in your assignment. Make a note of your answers now in this document so the information stays fresh when you later submit your assignment.

Meeting start time:

Meeting end time:

Remote or in-person:

Number of people in attendance:

What attendance options were open to the members of the public? Select all that apply:

- ☐ In-person attendance at a physical location
- ☐ Livestream (i.e. Youtube, Facebook Live, TV, or any view-only option)
- ☐ Video conference (i.e. Zoom, WebEx, or any virtual platform on which you are able to participate in the meeting)
- ☐ Teleconference (i.e. dial in by news)

How did you Document the meeting?

- ☐ In Person
- ☐ Livestream (i.e. Youtube, Facebook Live, TV, or any view-only options)
- ☐ Videoconference (i.e. Zoom, WebEx, or any virtual platform on which you are able to participate in the meeting)
- ☐ Teleconference (i.e. dial in by phone)

[In Person] The facilities were...

- ☐ ...large enough
- ☐ ...well lit
- ☐ ...accessible
- ☐ ...clean

[Virtual Identification] - How easy was it to identify speakers and presenters during the meeting?

- ☐ Were speakers visible on screen?
- ☐ Were speakers identified by name on screen?
- ☐ Were meeting presentations shared on screen?

The speakers were...

- ☐ ...audible
- ☐ ...visible
- ☐ ...identifiable

The proceedings...

- ☐ ...started on time
- ☐ ...follow its stated agenda
- ☐ ...allotted time for public comment
- ☐ ...adequately discussed the issues presented
- ☐ ...had decisions that seemed to be made in advance
- ☐ ...featured active protest from members of the public

Officials were...

- ☐ ...courteous to each other
- ☐ ...informed on agenda items presented
- ☐ ...attentive and alert
- ☐ ...in control of the meeting

Follow-up

- ☐ Issues arose during the meeting that should be further covered by local media
- ☐ An Open Meetings Act violation may have occurred at this meeting
- ☐ Rules were bent at this meeting in a way that is worth noting
- ☐ Something about this meeting was strange or wrong
- ☐ Something about this meeting went notably well/better than expected

Documentation

- ☐ Were background materials, including a meeting agenda, made available to the public?
-

Note to reader: If you believe anything in these timestamp notes is inaccurate, please email us at documenters@mirrorindy.org with "Correction Request" in the subject line. Learn more about Documenters on our [website](#).