Collecting information for a conversation story

Question	Answer (Example)
Date	
Location	
Name of person writing the story	
Name of person this story is about	
Describe the person you talked to (Name, gender, approximate age, etc.)	
What did you notice about the person before you talked to them? (Facial expression, body language, etc.)	
What made you decide to talk to them?	
How did you start the conversation?	
How did they react? What did they say in response?	
What did the two of you talk about in the conversation? (Include as many quotes as you can.)	
What is something they said that stood out to you the most? (A quote)	
How did the conversation end?	
How do you think this conversation affected him/her?	
What was their expression during the conversation, and after the conversation?	
What is your hope/prayer for this person?	
Any other interesting details?	