



# DEFINE PHASE DOCUMENTER TEMPLATE

File naming convention: [Theme + Date of the session + Facilitator Initials + Notetaker Initials + Group name] e.g., "MELFeb20-NDKP-Apple"

Theme:

Date of the Session:

Facilitator:

Documenter:

Collaborative Group/Subgroup Name:

Length of the Session:

Link to Recording:

List of Participants:

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Discussion	Observations/Reflections	Key Decisions/Action Points
<p>Proposed agenda</p> <p>Topics discussed (please break down the discussion based on the proposal outline – these are the broad subheadings for your reference)</p> <ol style="list-style-type: none"> <li>1. <b>Introduction/setting of the context</b></li> <li>2. <b>Proposition (problem/key concepts)</b></li> <li>3. <b>The plan &amp; approach to addressing the proposition</b></li> <li>4. <b>Learning and sharing plan/approach (How will it be integrated?/How will documentation take place?)</b></li> <li>5. <b>Guiding principles and values (How will these be integrated/practiced?)</b></li> <li>6. <b>Potential challenges</b></li> <li>7. <b>Coordination (What is the agreement on roles and responsibilities?)</b></li> <li>8. <b>Budget</b></li> <li>9. <b>Fund management</b></li> <li>10. <b>Questions and feedback</b></li> </ol> <p>Transcribe/quote important comments/contributions/questions/clarifications.</p> <p>Activities – if Miro is used, provide a link to the board</p> <p>Link to any working documents – Google Docs/working agreements/presentations</p> <p>Group reporting on an activity</p> <p>Plan for meeting/working agreements – timing/frequency/modality</p> <p>Feedback on session</p>	<p>Who is speaking?</p> <p>Who is quiet?</p> <p>Group dynamics</p> <p>Points of agreement</p> <p>Points of contention</p> <p>What issues are parked for further discussion?</p> <p>How were points of contention resolved?</p> <p>Division of responsibilities/tasks</p> <p>Any tech issues?</p> <p>Did people stay for the entire session? Who did not attend?</p> <p>Way forward</p>	

## Tools and Resources Index

Preparation And Planning Guidelines  
Collaboration Grant Parameter  
The Collaboration Labs Guidelines: Discover, Define, Refine Phases  
Women's Funds Survey to Identify Collaboration Topics  
Women's Funds Participation Guidelines  
Advisory Committee Review Discussion Guide  
Discover Phase: Collaboration Topic Description  
Define & Refine Phase: Collaboration Grants Plan  
Define & Refine Phase: Collaboration Grants Budget Guidelines  
Facilitator And Documenter Guideposts  
Facilitator Orientation  
Documenter Orientation  
Discover Phase Documenter Template  
Define Phase Documenter Template  
Refine Phase Documenter Template  
Discover Phase Reflection Questions  
Define Phase Reflection Questions  
Refine Phase Reflection Questions  
Supporting The Collaborations  
Fishbowl Session Example  
Reflecting And Learning  
Learning Conversation Example

Please visit the Fenomenal Funds website for more tools and resources:

<https://fenomenalfunds.org/grantmaking/collaboration-grants/tools-resources>