

Template for documenting conversations

This template helps you to document incidents or situations you have experienced or witnessed. It can also be used to record conversations. Taking notes will make it easier to remember details and to document important facts.

Date/time/place

Person(s) involved

What happened? (verbatim quotes, detailed actions)

Witnesses (name, contact details, observations)

Documentation (e-mails, chats, photos, file names and location)
