

Participants attending (initials / shorthand)	
Other people present	
Setting	<i>Comments on room layout. Draw map and mark attendees' initial positions with initials / shorthand</i>
Infrastructure	<i>Comments on access, catering, any other logistics.</i>
Arrival	<i>Did trainer model a good welcome?; Did learners appear nervous / bored / excited etc.; reaction to course book; did people talk about previous week or the take home task.</i>