**MEETING SUMMARY SHEET**

# BASIC INFORMATION

**Meeting of:** (Name of your coalition, organization, subcommittee, etc.)

**Date and Time:** (Don't forget the year!)

**Place:**

**Person Presiding:**

**Persons Present:** [First and last names]

# DECISIONS MADE:

**a.**

**b.**

**c.**

**d.**

Don't forget to include the decision on when the next meeting will be (time and place)

FOLLOW- UP RESPONSIBILITIES

(who will do what by when)

|  |  |  |
| --- | --- | --- |
| **Task** | **Point Person(s)** | **Due** |
| Focus on action verbs - Arrange, call, send out, identify, etc. | This could be an individual, group, or committee | Specify a date if possible |
|  |  |  |
|  |  |  |
|  |  |  |
| INCOMPLETE ITEMS ( NEXT STEPS) | | |

|  |  |  |
| --- | --- | --- |
| **Task** | **Point Person** | **Due** |
| Focus on action verbs again! |  |  |
|  |  |  |
|  | | |