

Meeting Minute Template

___ Action Team Meeting Minutes Date

Meeting Participants: [list names and organization if applicable]

SYSTEMS CHANGE GOAL:	
Agenda Item: [Add agenda item from Shared Agenda]	
<u>Summary of Discussion</u> Add detailed notes summarizing the team's discussion. Make sure information is detailed enough so someone who wasn't at the meeting can get up to speed.	<u>Action Items</u> Add action items with enough detail so person knows exactly what to do (e.g., is person needs to email someone, include email address in to-do item). For example: Name: detailed description of action item, including when it will be accomplished
Agenda Item: [Add agenda item from Shared Agenda]	
<u>Summary of Discussion</u>	<u>Action Items</u>
SYSTEMS CHANGE GOAL:	
Agenda Item: [Add agenda item from Shared Agenda]	
<u>Summary of Discussion</u>	<u>Action Items</u>
Agenda Item: [Add agenda item from Shared Agenda]	
<u>Summary of Discussion</u>	<u>Action Items</u>

Next meetings scheduled for: insert location and time