Sample Action Sheet – Agenda and Minutes

Members Present: Today’s Date:

Recorder: Date/Time/Place of Next Meeting:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agenda Item | Person Initiating | Summary of Discussion/Task List | Action Decision | Person to Follow Up | Target Date Completion |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| Possible Agenda Items for Next Meeting | Odds and Ends List Next Meeting Date |
| 1.2.3.4.5. | 1.2.3.4.5. |

From ‘Special Education Parent Advisory Groups in New Jersey,’ © 2017. Used with permission from SPAN Parent Advocacy Network, Newark, NJ, (800) 654-SPAN. [www.spanadvocacy.org](http://www.spanadvocacy.org). All rights reserved.

This page is excerpted from Advocacy in Action: A Guide to Local Special Education Parent Advisory Councils, produced under U.S. Department of Education, Office of Special Education Programs No. H328R130014 by Center for Parent Information and Resources. Permission to reprint this material is not necessary, however, the citation should be: Center for Parent Information and Resources (retrieval date). Advocacy in Action: A Guide to Local Special Education Parent Advisory Councils, Newark, NJ, Center for Parent Information & Resources, 2019.