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. | | |

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