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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Next Steps: Action Planning Worksheet

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| What outcome do we want? |
| Observable Indicator: How will we know we’ve achieved that outcome? |
| What action will we take to achieve that outcome? |
| What help do we need to achieve this? |

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