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**(Title of Meeting) Agenda and Minutes**

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|  |  |
| Date: |  |
| Time: |  |
| Location: |  |
| Attendees: |  |
| Not present: |  |

**Agenda** *(Add rows, as needed)*

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| --- | --- | --- | --- |
| **Topic** | **Time** | **Purpose** | **Presenter(s)** |
| Item 1 | 10 minutes | Information, Discussion, Decision Action |  |
| Item 2 | 15 minutes |  |  |
| Item 3 | 10 minutes |  |  |
| Item 4 | 20 minutes |  |  |

**Meeting Notes**

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| --- |
| **Use this open space to take detailed notes for each of the agenda items above.** |

Item 1

Item 2

Item 3

Item 4

**Decisions Made** *(Add rows as needed. Enter decisions and assign responsibility, as needed)*

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| --- | --- |
| **Decision** | **Responsible Members/Assessment** |
| *Use this section to discuss the decisions in summary form to recap* | Who is responsible for implementing this decision? It may be everyone’s responsibility to follow through on the decision. The key to success is identifying who will, and what means will be used to assess the results. |
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**Issues & Questions** *(Add rows as needed. Enter issues or questions that cannot be addressed until later)*

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| --- | --- | --- |
| **Issue or Question** | **Champion** | **Status** |
| What challenges may arise during the implementation of any of the agenda items? | Identify the person or group who will be getting the issue or question addressed. | During future meetings, where does this item stand? Developing/In Process/Completed |
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|  |  |  |
|  |  |  |

**Action Items for Follow-Up** *(Add rows as needed. Assign each action to an individual/group)*

| **Action** | **Champion** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| List the Action that needs to be taken. Success depends on identifying all of the steps needed to be sure the Action is completed. | Identify the person or group who will leading the completion of the Action | Work meeting on 5/31 | During future meetings, where does this item stand? Developing/In-Process/Completed |
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**Future Items** *(Add rows as needed. Assign each action to an individual/group)*

| **Action** | **Champion** | **Due Date** | **Preparation** |
| --- | --- | --- | --- |
| List future items thought of during present meeting | Identify the person or group who will lead the future discussion | Future meeting date | What needs to be prepped for this item to be on a future agenda |
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