

TOOL: MEETING SUMMARY SHEET

BASIC INFORMATION

Meeting of: (Name of your coalition, organization, subcommittee, etc.)

Date and Time: (Don't forget the year!)

Place:

Person Presiding:

Persons Present: [First and last names]

DECISIONS MADE:

a.

b.

c.

d.

Don't forget to include the decision on when the next meeting will be (time and place)

FOLLOW-UP RESPONSIBILITIES

(who will do what by when)

Task	Point Person(s)	Due
Focus on action verbs - Arrange, call, send out, identify, etc.	This could be an individual, group, or committee	Specify a date if possible

INCOMPLETE ITEMS (NEXT STEPS)

Task	Point Person	Due
Focus on action verbs again!		