|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Meeting Information] |

|  |
| --- |
| Date |
| Time |
| Meeting method (in person, conference call, Zoom) |

 |

|  |  |
| --- | --- |
| Attendees: |  |

## MEETING NOTES

|  |  |
| --- | --- |
| Discussion: | Enter discussion topic here (can be the agenda item) |

|  |  |
| --- | --- |
| Notes: |  |

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
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|  |  |  |

#### Observations:

* [Click here to enter text]

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| Discussion: | Enter discussion topic here (can be the agenda item) |

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| Notes: |  |

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| Action items | Person responsible | Deadline |
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#### Observations:

* [Click here to enter text]

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| Discussion: | Enter discussion topic here (can be the agenda item) |

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| Notes: |  |

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| Action items | Person responsible | Deadline |
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#### Observations:

* [Click here to enter text]

|  |  |
| --- | --- |
| Discussion: | Enter discussion topic here (can be the agenda item) |

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| Notes: |  |

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| Action items | Person responsible | Deadline |
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#### Observations:

* [Click here to enter text]

|  |  |
| --- | --- |
| Discussion: | Enter discussion topic here (can be the agenda item) |

|  |  |
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| Notes: |  |

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |

#### Observations:

* [Click here to enter text]

## OTHER INFORMATION

|  |  |
| --- | --- |
| **One thing the meeting leader did well:** |  |
| **If conflict was present, how was it handled?** |  |
| **What would you have done different at any point in the meeting? Why?** |  |