

AGENDA & MINUTES

MEETING:

Date: _____ Time: _____ Location: _____

Chairperson: _____ Notetaker/Minutes: _____

Participants Invited: _____

Objectives: _____

Agenda

Minutes

No.	Time	Item	Person Responsible	Points of Discussion	Action	When

GUIDELINES FOR MEETINGS:

- Start and finish on time
- Stick to the agenda
- Respect others opinions
- Actively participate
- Follow up on the actions assigned
- Turn off phones

AGENDA & MINUTES

MEETING:

Agenda

Minutes

No.	Time	Item	Person Responsible	Points of Discussion	Action	When

Next Meeting

Date: _____ Time: _____ Location: _____