

Meeting Notes FORM A

TEAM:

DATE:

Facilitator:

Recorder:

Present:

| TOPIC | DISCUSSION | Decisions/Follow up |
|---------------|------------|---------------------|
| Celebrations: | | |
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| Process the Meeting | |
|---------------------|------------------------|
| What Worked? | What Could we Improve? |
| • | • |

Next Meeting Date: Time:

| AGENDA | ROLES |
|-----------------------|--|
| 1. Celebrations 2. | Facilitator: Note Taker: Snack Provider: Timekeeper: Jargon Buster: Reporter: Encourager: All Observer: |

Meeting Notes FORM B

TEAM:

DATE:

| Team Members | Roles | Attendance |
|--------------|-----------------|-----------------|
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |
| | Choose an item. | Choose an item. |

| Agenda Items | Minutes | Decisions/Follow up |
|---------------------|---------|---------------------|
| Celebrations | • | |
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| Process the Meeting | |
|---------------------|------------------------|
| What Worked? | What Could we Improve? |
| • | • |

Next Meeting

DATE:

TIME:

| AGENDA | ROLES |
|-----------------------|--|
| 3. Celebrations 4. | Facilitator: Note Taker: Snack Provider: Timekeeper: Jargon Buster: Reporter: Encourager: All Observer: |

