



ACTION AGENDA/MINUTES

Members Present: _____

Page ____ **of** ____ **Today's Date:** _____

Recorder: _____ **Date/Time/Place of Next Meeting:** _____

Agenda Item	Person Initiating	Summary of Discussion/Task List	Action Decision	Person to Follow-up	Target Date Completion

Possible Agenda Items for Next Meeting	Odds and Ends List Next Meeting date



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