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