



MEETING MINUTES

DATE _____ LENGTH OF MEETING _____

COUNTY _____ GROUP _____ SCHOOL _____

Were tasks assigned from the last meeting completed? Yes No
If no, what still needs to be done?

Who will do this?

Did you collaborate with any other school or community groups since your last meeting? Yes No
If yes, who were they? What was it about?

Describe what happened during today's meeting. (discussions, activities, planning, decisions, etc.)

Are there items which require action? Yes No
Tasks to be completed before next meeting

Who will complete this?
