

Planning Next Steps

Goals

What were the goals of this meeting?

Agreements / Outcomes

What were some of the outcomes from this meeting? Were any agreements made?

Next Time

When will the team meet again?

Date:

Time:

Attendees:

Action Item 1

WHAT

What needs to happen?

WHO

Who needs to be involved?

WHEN

When should this happen by?

Action Item 2

WHAT

What needs to happen?

WHO

Who needs to be involved?

WHEN

When should this happen by?

Action Item 3

WHAT

What needs to happen?

WHO

Who needs to be involved?

WHEN

When should this happen by?