MEETING REGISTER

Team:	
Roles:	
Meeting Leader:	
Meeting Register:	
Time Keeper:	
Date/Time:	**Location:**

Meeting Attendees:

Additional Distribution (if absences, how we manage):

Who	Action	Check if carry-over item	Date Due	Date Completed
		☐		
		☐		
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		☐		
		☐		

PROGRAM**SAVVY**
Partnering for Solutions

Who	Action	Check if carry-over item	Date Due	Date Completed
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DECISION LOG

Details on What we have Decided	How to Communicate/Implement

PARKING LOT (Deferred Items)

Deferred Topics and Reason(s) Why	Deferred Until:

MEETING PROCESS CHECK

Select Topic to Evaluate: ☐ Participation ☐ Results ☐ Other: _____

What We Did Well	Ways to Improve

RELEVANT MEETING NOTES