

ACTION MINUTES: A TEMPLATE

TYPE OF MEETING _____
CHAIRPERSON _____
THOSE PRESENT: _____

DATE _____
START TIME _____ **END TIME** _____
THOSE ABSENT: _____

ISSUE	ACTION	THOSE RESPONSIBLE	DUE DATES	FOLLOW UP REQUIRED
If using a Consent Agenda indicate that here, then list the items that have been rolled into the single vote. Indicate reports that that are being presented for informational purposes only. Describe issues of concern or strategy that must be discussed. List recommendations.	Record (only) key discussion points that can serve as a formal record of due diligence in decision making. Indicate the result of any votes. Document proposed action plans. List assignments. Share successes.	Spell out who is responsible for each task assigned.	Indicate a due date for each task.	Codify what must be done to ensure each plan comes to fruition.