

ACTION MINUTES TEMPLATE

1. ATTENDANCE

Group _____ Date _____ Location _____

- Person and organization
- Person and organization
- Person and organization

2. DECISIONS MADE

Purpose of this Meeting _____

Process Decisions:

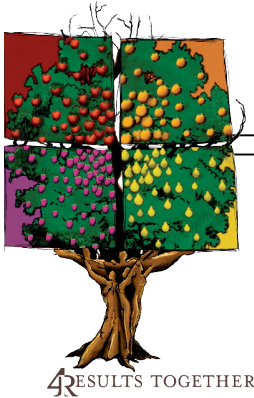
<i>What</i>	<i>Why</i>
Decision A	
Decision B	
Decision C	

Outcome Decisions:

<i>What</i>	<i>Why</i>
Decision D	
Decision E	
Decision F	

3. RESPONSIBILITIES TAKEN

<i>Decision</i>	<i>Responsible Party</i>	<i>Authority</i>	<i>Accountability</i>



4. PROGRESS MADE

<i>Decision</i>	<i>Responsible Party</i>	<i>Progress Made/Date</i>

Unresolved issues/details to be addressed

- Item
- Item
- Item
- Item

5. PURPOSE OF NEXT MEETING

Why the Meeting Is Needed

What is to be Accomplished
