

Action Group Notes

Action Group: _____

Date: _____

Facilitator: Assists group to keep on track and follow agenda, gets agreement for how much time will be spent on each discussion topic, encourages members to contribute, helps group make decisions
Time-Keeper: Uses a clock/timer to help group stay on track according to agenda (45 minutes total)
Recorder: Uses this form to record notes clearly and legibly, collects any hand-outs and turns them into the Homeless Coalition secretary along with the notes from the meeting.

UPDATES: (update notes from last week, report on tasks completed, announce any news)

Discussion Topic

Group Comments

Action Steps

Discussion Topic	Group Comments	Action Steps

PLEASE TURN PAGE OVER TO COMPELETE NOTES....

Discussion Topic

Group Comments

Action Steps

ADDITIONAL NOTES:

NEXT STEPS: Next month's topic: _____

Action Item

Who is Responsible?

Time Line

FEEL FREE TO USE ATTACHED BLANK PAGE IF YOU NEED MORE SPACE!