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| **Week 3 RESOURCES** |
| *Action and Communication Planning Form* |
| *Start filling out this form during your meeting to keep track of the issues discussed and the decisions made in the meeting. After the meeting, fine-tune the form and then send it out to all meeting participants, as well as any other people interested in the results of the meeting.* |
| **Meeting Topic:** |  |
| **Attendees:** |  |
| **Purpose:** |  |
| **Objectives:** |  |
| **Agenda Item #1:** |  |
| Options/Points Raised: |  |
| Decision or Recommendations: |  |
| **Agenda Item #2:** |  |
| Options/Points Raised: |  |
| Decision or Recommendations: |  |
| **Agenda Item #3:** |  |
| Options/Points Raised: |  |
| Decision or Recommendations: |  |
| **Action Items** |
| **Task to be Completed** | **Person Responsible** | **Due Date** |
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