|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | | | | |