

Worksheet E

Note-Taking

Name of group:			
Time & date:	Location:	Facilitator/s:	Note-taker:
Participants:			
Final Agenda:			
Key notes:			
Decisions: <i>*Record:</i> <ol style="list-style-type: none"> 1. The decision as agreed upon (use exact wording) 2. A brief summary of the discussion (key points and names) 3. Persons names/roles who committed to follow-up 			
Topics for future meetings:			
Next event/meeting			
Time & date:	Location:	Facilitator/s:	Agenda planner/s: