

Documentation of the Meeting

Date:

Time:

Venue:

Purpose of the meeting

Members present during the meeting

Absent members

1)

2)

3)

4)

Decisions taken

1)

2)

3)

Action to be taken

Actions	Who will take action?	Who will support it?	Date of completion of the action

Signatures of the members

This report needs to be appropriately filed and should be referred to during the next meeting, to review the progress.

Some tips to play your role as an effective coordinator of a village meeting

- As an ASHA you have to prepare adequately before meeting. Personally meet the participants beforehand and inform them about the agenda of the meeting. Have clarity on what you are going to discuss. You should also be well aware about the complexity of the issue.
- You should be able to judge what will be the reaction of the other person when you discuss the issue with her or him. Be prepared with the counter-arguments.
- While having the discussion listen and observe carefully. Any change in a person's expression communicate a lot.