Agendas and minutes are important elements to ensure that meetings are run smoothly. A sample agenda using a standard form to capture key elements for creating the minutes and a blank template follow.

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| Dementia Capable Community – Action Team Agenda | | | | |
| **Date**: Thursday Oct. 18, 2012 | | **Time:** 1:00 – 4:30 PM | | **Location:** Public library, room B |
| **Invitees:** Community Team (see roster), plus Carol Adams, Dr. Kevin Brown, Dr. Susan Carlson, Beverly and Ron Jones, Dr. Pat Nelson | | | | |
| Time | Action | | Outcome | |
| 1:00 PM | Determine if anyone has any questions or corrections to minutes or progress report (attached) | |  | |
|  | Introductions and welcome new members and guests | |  | |
| 1:10 PM | Review/discuss definitions of Alzheimer’s and of dementia | |  | |
| 1:30 PM | Discuss what being a dementia capable community means for your community (case examples) | |  | |
| 2:15 PM | Review and discuss the Community Needs Assessment (attached) | |  | |
| 3:45 PM | Assign questions needing further investigation | |  | |
| 4:00 PM | Review accomplishments | | | |
| 4:10 PM | Identify improvements to meeting process | | | |
| 4:20 PM | Identify topics for next meeting | | | |
| 4:30 PM | Adjourn | | | |

# Agenda/Minutes Template

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| Dementia Capable Community – Action Team Agenda | | | | |
| Date: | | Time: | | Location: |
| **Invitees** *(list for agenda)****:***  **Present** *(list for minutes)****:***  **Absent** *(list for minutes)****:*** | | | | |
| Time | Action | | Outcome | |
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|  | *Review accomplishments* | | | |
|  | *Identify improvements to meeting process* | | | |
|  | *Identify topics for next meeting* | | | |
|  | *Adjourn* | | | |