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| **Meeting Purpose:** | To discuss & introduce Meeting Minutes | **Date:** | 9/25/17 |
| **Desired Outcomes:** | All attendee's have a good understanding for Meeting Minutes.  All attendee's have the ability to apply training in real-world scenario. |
| **Meeting Attendees:** | Year Up Bay Area LCC Section A |

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| **Agenda Items/Questions/Attendee’s Name** | **Meeting Notes/Content:** |
| * Introduction to Meeting Minutes lesson * Discussion & Notes on Meeting Minutes * Examples of Meeting Minutes * Discuss what to do during the meeting * Action Items/ next steps * When to end a meeting * Close discussion | * Briefly discussed what Meeting Minutes is. * Discussed what a good Meeting Minutes summary looks like. * Summarize the minutes, and summarize what was heard/observed during the meeting. * Only include important information; keep it concise. * Keep meeting succinct * Distribute agendas before beginning the meeting * Discuss what the goal of the meeting is * During the meeting, keep everyone focused on the agenda. * Create a parking lot for any ideas * Create a list of next steps/action items * Create a list of responsible parties * Schedule follow up meeting if necessary * End the meeting when the goal of the meeting is attained, or.. * An impasse is reached (next step:reschedule, touch base) * End time for meeting has been reached. * Remember: document the meeting or it did not happen. |

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| **Agenda Items for Next Meeting & Key Take Away** |
| * Go over Meeting Minutes * Discuss deliverables/questions/recap of lesson * Meeting Minutes deliverable due September 26, 2017. * Key Take Away: Practice the art of summarizing useful information. |