

Appendix E: Meeting Minute Template

SCHOOL/TEAM NAME:

MEETING MINUTES

Meeting Date (mm/dd/yyyy):		Meeting Location:	
Chair:		Recorded By:	
Attended:		Regrets:	
Meeting Scheduled Start:		Meeting Scheduled End:	
Meeting Actual Start:		Meeting Actual End:	
Next Meeting Date:	Time:	Location:	

REVIEW OF ACTIONS FROM PREVIOUS MEETING

Agenda Items	Decisions Made / Discussion	Supporting Data	Actions	Person Responsible	Link to SIP Goal	Start Date/ End Date	Status Complete or new date

NEW ACTIONS

Agenda Items	Decisions Made / Discussion	Supporting Data	Actions	Person Responsible	Link to SIP Goal	Start Date/ End Date	Status Complete or new date