

Facilitator Meeting Report Template

This form is designed to capture a summary of each meeting and record your group's progress toward its goals. Please complete this form, the Excel spreadsheet (Competencies Worksheet that was emailed), take pictures of meeting notes, and collect raw artifacts (butcher paper and any other materials).

Time, Date, & Location of Meeting

Working Group Name

Attendance

List the participants that were present

Summarize the content of the conversation during the meeting

Describe what was discussed during the meeting. Be sure to highlight any breakthroughs or barriers. (Your response should be ~500-1000 words in length.)

Summarize the process you utilized for the meeting

Indicate how effective the agenda & activities were. Also, include your suggestions for improvement. (Your response should be ~250-500 words.)

Additional Comments

Anything that does not fall into the two prior questions.