

MEETING MINUTE TEMPLATE

Name of Coalition

(Contact info)

Minutes from (meeting/workgroup, etc.) on (date)

Minutes submitted by (name)

| Topic | Discussion <i>(and task/s if applicable)</i> | Persons Involved |
|-------------------------------|---|-------------------------|
| Introductions: | List of attendees: | |
| UPDATES: | | |
| Subcommittee: | | |
| <i>(name of subcommittee)</i> | | <i>(name/s)</i> |
| <i>(name of subcommittee)</i> | | <i>(name/s)</i> |
| <i>(name of subcommittee)</i> | | <i>(name/s)</i> |
| <i>(name of subcommittee)</i> | | <i>(name/s)</i> |
| Other issues: | | <i>(name/s)</i> |
| Next Meeting | <i>(Date), (time), (location)</i> | |

Meeting minute template courtesy of the Oneida County AODA work group, Healthy People, Healthy Oneida County, Oneida County, WI; Northwoods Coalition member.