**ACTION MINUTES TEMPLATE**

Action minutes record the steps toward achieving the NORC program’s strategic goals. Here is a template for keeping minutes in a manner that tracks what is getting done, not what is being said.

Note: Please see Effective Meeting Management Tool for more discussion on the value and usefulness of minutes recorded in this manner and for a complete 10 step overview of conducting effective meetings.

|  |  |
| --- | --- |
| **GROUP** |  |
| **DATE** |  |
| **LOCATION** |  |

|  |  |
| --- | --- |
| **MEETING PURPOSE** |  |

**1. ATTENDANCE**

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|       |
|       |
|       |
|  |

**2. ISSUES COVERED**

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| 1.
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| 1.
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| 1.
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|  |

**3. DECISIONS MADE**

|  |  |  |
| --- | --- | --- |
| ***Issue*** | ***Decision (What)*** | ***Rationale(Why)*** |
|       | Decision A |       |       |
|       | Decision B |       |       |
|       | Decision C |       |       |
|       | Decision D |       |       |
|       | Decision E |       |       |
|       | Decision F |       |       |

**4. RESPONSIBILITIES TAKEN**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Decision*** | ***Responsible Party*** | ***Actions to be Taken*** | ***Reporting Timeframe*** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**5. UPDATES (FROM PREVIOUS MEETINGS)**

|  |  |  |
| --- | --- | --- |
| ***Issue*** | ***Responsible Party*** | ***Progress to Date and Next Steps if any*** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**6. UNRESOLVED ISSUES/DETAILS TO BE ADDRESSED**

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**7. DATE OF NEXT MEETING**

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