**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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**3. DECISIONS MADE**

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

**4. RESPONSIBILITIES TAKEN**

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| --- | --- | --- | --- |
| ***Decision*** | ***Responsible Party*** | ***Actions to be Taken*** | ***Reporting Timeframe*** |
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**5. UPDATES (FROM PREVIOUS MEETINGS)**

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| ***Issue*** | ***Responsible Party*** | ***Progress to Date and Next Steps if any*** |
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**6. UNRESOLVED ISSUES/DETAILS TO BE ADDRESSED**

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**7. DATE OF NEXT MEETING**

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