

Implementation Team Meeting Minutes (Template 2.2)

Directions: Complete this form for all Implementation Team meetings. Insert additional rows as needed under Key Points Discussed and Tracking Action Plan Progress.

Implementation Team Meeting Minutes			
Initiative Name		Date	
Location		Start Time	
Chair/Facilitator		End Time	
Attendees			
Agenda Items			
Key Points Discussed			
No.	Agenda Item/Topic	Discussion Notes (e.g., Progress/Outcomes/Agreements)	
1.			
2.			
3.			
Tracking Action Plan Progress			
No.	Action Item(s)	Responsible Party	Target Date
1.			
2.			
3.			
Next Meeting			
Date		Location	
Agenda Items			