After-Meeting "Action Plan"

An after-meeting action plan might be used in place of, or in addition to, meeting minutes.

The local Chapter Secretary completes the form as the meeting evolves. After the meeting, the form is given to the Chapter President (or other official) who uses it for follow-up and sends copies to meeting attendees as soon as possible (but within 2-3 days of the meeting).

Date: _____

Time started/ended: _____

Action(s) to be taken	Person Responsible	Deadline

Key discussion:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Next meeting scheduled for: _____

(List of attendees attached)