



# MINISTRY MEETING NOTES FORM

*Complete the form below and submit it to the Department Head.*

1 of 2

<b>Ministry:</b>	<b>Notes Prepared by:</b>
<b>Meeting Date:</b>	<b>Date notes distributed by:</b>

Meeting participants:
Purpose of meeting:
Key Discussions and Decisions:
Next meeting date:



# MINISTRY MEETING NOTES FORM

Complete the form below and submit it to the Department Head.

2 of 2

## ACTION ITEMS

#	Action Required	Assigned
1		
2		
3		
4		
5		
6		
7		
8		