



MINISTRY MEETING NOTES FORM

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

1 of 2

Ministry:	Notes Prepared by:
Meeting Date:	Date notes distributed by:

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		