Culture Change Coalition Meeting Minutes

## ****Group name:****

## ****Meeting date:****

## ****Meeting time:****

## ****Location:****

## ****Site address:****

## **Participants:** [List of attendees, and their title/position]

## **Regrets:** [List names of persons unable to attend]

## **Attachments:** [List any pertinent attachments here]

## **Purpose:** [state the purpose of the meeting]

|  |
| --- |
| Five Key Take-Aways (lessons learned from this meeting) [to be completed at meeting’s end] |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |  |
| --- | --- | --- |
| Agenda Item: | Notes: (summary of key points of discussion) | Action Items: (notes on who is responsible for actions which emerge from the agenda items) |
| Introduction and Icebreaker: |  |  |
| First Item: |  |  |
| Second Item: |  |  |
| Third Item: |  |  |
| Wrap up:  a) Items for next agenda  b) Date and time of next meeting  c) 5 Key Takeaways |  |  |