

**[Name of Workgroup/Subcommittee]**  
**Meeting Summary**  
[Date]

Present	Absent	Guests	<b>Next Meeting</b>
			<b>Date:</b> <b>Time:</b> <b>Place:</b>

**Items Discussed**

**1. Action Items from last meeting**

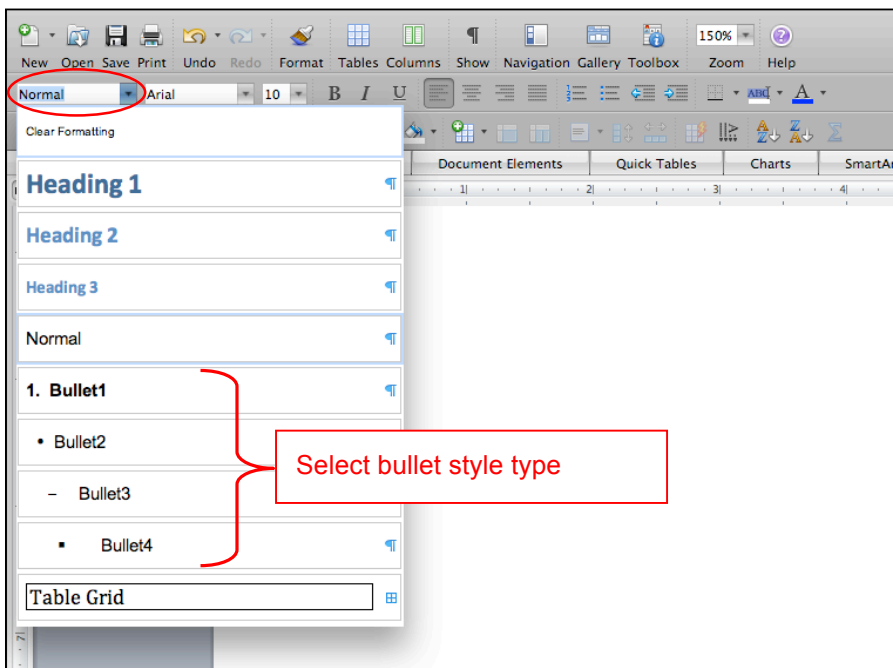
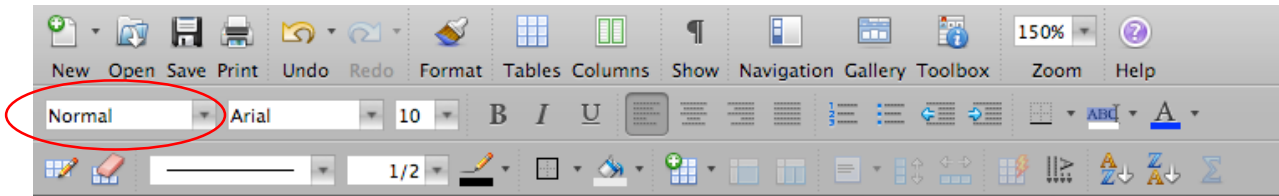
**2. [Topic 2]**

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**3. [Topic 3]**

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This Meeting Summary Template is set up to provide standardized numbering and bulleting using WORD styles. To use this feature, select a specific bullet style by moving your cursor over the Style box, select the drop down menu (inverted triangle symbol), and select the desired style:



The 'Action Items' table is meant as an easy-eye summary of items from the meeting that require action, along with who is responsible for action, and the due date. Due dates are meant as best guesses, and help keep everyone focused on a timeline to get things done. At each meeting, by starting with a review the action items from the last meeting team members come to meetings prepared and focus on outcomes. Examples of how this section might be used is noted below.

### **Action Items**

<b>Item</b>	<b>Action</b>	<b>Responsible person(s)</b>	<b>Due date</b>
1. Stakeholder Survey	<ul style="list-style-type: none"> <li>• Prepare 1<sup>st</sup> draft survey and circulate to team</li> </ul>	A. Smith J.Doe	Dec 13
2. Subcommittee presentation	<ul style="list-style-type: none"> <li>• Finish conclusion section of report</li> <li>• Prepare PowerPoint</li> </ul>	D. Jones	Nov 30
3.	<ul style="list-style-type: none"> <li>•</li> </ul>		
4.	<ul style="list-style-type: none"> <li>•</li> </ul>		

## ***CRCMAC Workgroup Work Plan***

**Workgroup Name**

**Mission**

**Responsibilities**

**Membership**

**Milestones**

**Deliverables**

**Year-End Findings**

**Recommendations**