

Meeting Notes- Water System name

[Click to select a date]

[Time]

[Location]

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read:

Please bring:

Minutes

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

Other Information

Observers:

Resources:

Special notes: