



## Stakeholder Meeting Record Worksheet\*

**Part 2: A Model Stakeholders' Meeting Record\*** Take notes during the meeting on a page like this. Summarize the discussion whenever possible and then complete items 2, 3 and 4 in Part 1.

**Topic 1:** (brief description)

Main Points:

Decisions/Conclusions:

Next Steps:

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**Topic 2:** (brief description)

Main Points:

Decisions/Conclusions:

Next Steps:

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**Topic 3:** (brief description)

Main Points:

Decisions/Conclusions:

Next Steps:

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**Topic 4:** (brief description)

Main Points:

Decisions/Conclusions:

Next Steps:

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\*Adapted from Peter R. Scholtes, *The Team Handbook*