STAKEHOLDER MEETING RECORD WORKSHEET*

Part 1: A Model Stakeholders' Meeting Record* Instead of taking notes, this meeting record format may be used like a template and a convenient option to meeting minutes. It can be used to document stakeholder input and discussion. Take notes on Part 2, focusing on main ideas with the topics discussed, and then complete 2, 3 and 4 on Part 1.

Meeting: _____ Date: _____ Location: _____

1. Participants and Agency/Organization Represented

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2. Agenda: Enter key words indicating the agenda topics. Check off an item when it is completed. Items you do not complete should be carried over to the next meeting.
   (1) Warm-up
   (2) Agenda Review
   (3)
   (4)
   (5) Set Agenda for the Next Meeting
   (6) Meeting Review

3. Brief summary of topics, decisions, or conclusions and next steps.

4. Futures File: items for future consideration but not for the next meeting.

5. Meeting Review

Next Meeting

Date: _____ Time: _____ Location: _____

Note Taker: _____

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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:

Topic 2: (brief description) Main Points:

Decisions/Conclusions:

Next Steps:

Topic 3: (brief description) Main Points:

Decisions/Conclusions:

Next Steps:

Topic 4: (brief description) Main Points:

Decisions/Conclusions:

Next Steps:

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