|  | templateMeeting Notes |
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|  | PURPOSEThis tool is used to capture key messages that need to be given to stakeholders and to document the communication of the key messages.When to UseUse this template during the UBT meetings and as a reference after the meetings to follow up with key decisions, action items, and timelines. Also use this tool when planning the next UBT meeting agenda.Who UsesCo-leads.How to UseUse this tool during your meetings to record meeting information. Be sure to include the date and subject in your meeting in the file name for future reference. Complete this worksheet at meetings to:* document discussions and agreements
* write down action items
* identify who is responsible for completing action items
* record the due date of action items
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| Meeting Name | Meeting Date |
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| Timekeeper | Recorder |
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| Facilitators |
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| Meeting Notes |
| Topic: |
|  |
| **Discussion and Agreements:** | **Action Items:** | **Due Date:** | **Responsible Person:** |
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| Topic: |
|  |
| **Discussion and Agreements:** | **Action Items:** | **Due Date:** | **Responsible Person:** |
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