

DECISION MAKING NOTES TEMPLATE

Meeting: _____

Agenda Item: _____

Related Materials / Handouts

Who	What

Introductory Comments / Background / Purpose

Who	What

Discussion / Comments

Who	What

Options / Recommendations

Who	What

Decisions

Who	What	Rationale

Action / Tasks / Next Steps

Who	What	When

DECISION MAKING NOTES TEMPLATE

Meeting: _____

Agenda Item: _____

Related Materials / Handouts

Who	What

Introductory Comments / Background / Purpose

Who	What

Discussion / Comments

Who	What

Options / Recommendations

Who	What

Decisions

Who	What	Rationale

Action / Tasks / Next Steps

Who	What	When