Key Outcomes Sheet

Committee Meeting

Date

Time

Chairperson

Enter Chairperson Name

Minute Taker

Enter Minute Taker Name

Attendees

List attendees separated by commas

Agenda Topics

Topic	Discussion Summary
Enter topic	Enter discussion summary
Enter topic	Enter discussion summary

Key Decisions

Decision	Responsible	Due Date
Describe decision	Name(s)	
Describe decision	Name(s)	

Action Items

Action	Assigned To	Deadline	Status
Describe action item	Name(s)		Pending/Done
Describe action item	Name(s)		Pending/Done

Next Meeting

Date

Time

Location

Enter location