

MINUTE MAGICIAN for MEETINGS

TEAM: _____

MEETING DATE: _____

Attending were (*underline name of notetaker*):

Decisions reached:

Tasks undertaken:

Issues pending:

Next Meeting Date, Beginning & Ending Times: _____

Please turn this page (or minutes) in to the Administrative Office, plus a copy to your Team's Management Team Liaison. Please call or email the Administrative Office(325-6383, admin@uuspokane.org) to confirm that your next meeting is calendared.