

## Meeting Summary Template

Workgroups can use this tool to capture what is discussed during meetings and logistical details for future reference.

Basic Information	
<b>Meeting of:</b>	Name of working group, subcommittee, etc.
<b>Date and Time:</b>	Don't forget the year!
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• First and last names, titles (optional)</li> <li>•</li> <li>•</li> </ul>

Agenda item/topic	Major discussion points	Next steps/Outstanding questions

**Decisions Made:** Outline major outcomes of the group's discussion, including the date of the next meeting (approximate timing if not confirmed)

### Discussion Outcomes:

- A.
- B.
- C.

**Follow-Up Responsibilities:** Who will do what by when

Task	Point Person(s)	Due
Focus on action verbs (e.g. arrange, call, send out, identify, etc.)	This could be an individual, group, or committee responsible for completing the task	Specify a date if possible

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Next Steps	Point Person(s)	Due
Outline next steps for completing outstanding/overdue tasks. Again, focus on action verbs		