# Template for Recording Equity Team Meeting Notes

The notetaker can use this template to capture discussions, recommendations, and decisions. In advance of the meeting, the equity lead can fill in known information about the agenda. The facilitator or another team member can project the template during the meeting so all participants can view the notes the notetaker is recording.

**Meeting Date:**

**Focus Question: [from the agenda]**

|  |
| --- |
| Attending today’s meeting |
| [list who is present] |
| Updates |
| [document any updates on previous meeting items] |
| Agenda item [add item from agenda] |
| **Discussion:** [document the main points of the team’s discussion]  **Decisions:** [document any decisions made by the team]  **Actions:** [document any actions needed, along with target date and person responsible] |
| Agenda item [add item from agenda] |
| **Discussion:** [document the main points of the team’s discussion]  **Decisions:** [document any decisions made by the team]  **Actions:** [document any actions needed, along with target date and person responsible] |
| Agenda item [add item from agenda] |
| **Discussion:** [document the main points of the team’s discussion]  **Decisions:** [document any decisions made by the team]  **Actions:** [document any actions needed, along with target date and person responsible] |
| Next steps |
| [document any next steps or agenda items for the next meeting] |
| Meeting evaluation |
| What went well today?  What would we like to improve? |