

Spokescouncil Meeting Notes Template

Spokescouncil Meeting - Date: MM-DD-YYYY

Agenda

- paste the agenda that we used for this meeting

Meeting Highlights

Attendance

<spoke name + delegate: name + note-taker: name> , <spoke name + delegate: name + note-taker: name>, ...

New Action Items

- action item 1 - name of individual or groups bottomlining
- action item 2 - name of individual or groups bottomlining
- action item 3 - name of individual or groups bottomlining

Uncompleted/ In progress Action Items from Prior Meetings

- action item 1 - name of individual or groups bottomlining, notes on status (ex. stalled due to vacation, halfway done, need supplies)
- action item 2 - name of individual or groups bottomlining, notes on status
- action item 3 - name of individual or groups bottomlining, notes on status

Proposals Discussed

Passed

- proposal name
- proposal name
- proposal name

Did not pass

- proposal name
- proposal name
- proposal name

Withdrawals

- proposal name
- proposal name
- proposal name

Proposals We Didn't Get To Discuss (will flow forward to next agenda)

- proposal name
- proposal name
- proposal name

Detailed Meeting Notes

- notes

Revision #10

Created 18 February 2025 20:24:03 by LP

Updated 6 June 2025 21:08:45 by Ash