**Meeting Notes:** How do we keep a record of what we discussed? This template is for taking notes during coalition meetings. To be used by meeting participants to track meeting goals and record next steps.

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**MEETING NOTES**

**DATE:**

**TIME:**

**ATTENDEES:**

**NEXT MEETING:**

**Meeting Goals:**

**Key Takeaways:**

**Action Items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner** | **Support** | **Timeline** | **Action** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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