**Appendix G, Sample Team Meeting Minutes**

Note that these minutes are somewhat different from the agenda in Appendix E. This appendix is geared to provide greater detail on the preparation of meeting minutes. Use this template for all future meetings, adding your organization’s logo or stationery, if applicable.

**Core Planning Team Meeting**

**June 10, 2015**

**Bldg. 51, Room 1215**

**Participants:** *List all participants in attendance as well as those not in attendance.*

**Agenda: (1) (2) (3)**

**(1) Introductions**

* Mr. Etter introduced the guest speakers from Sycore Health.
* Sycore Health offers care solely to LGBT and HIV/AIDS patients. It has now evolved and offers comprehensive primary health care such as medical, mental health, and dental care to the community.
* Sycore Health also offers the community pharmacy, legal assistance, estate planning, will assistance, and other services. Sycore will not turn anyone away regardless of his or her ability to pay.
* Sycore provided a briefing on its strategic plan for 2016.

**(2) Updates since last meeting**

Strategic Plan Approach

Mr. Little recommended some minor changes to the strategic plan approach. After discussion, his recommendations were accepted by the team.

Mission and Vision

After discussion, a decision was made by the team leader to conduct a mission and vision analysis in the near future.

Training

To date, 10 SPC alternates are scheduled for training on strategic planning. Managers were asked to send the names of the employees who require training; a webinar will be considered for that training. Managers were provided with training-sign-up sheets through June 28.

Focus Group Off-Site planning

There was consensus among team members about conducting the off-site focus group toward the end of September 2015.

Survey

Mr. Little was given the responsibility of planning, conducting, and developing the analysis for the strategic plan survey.

CEO All-Hands Email

Mr. Sparks was assigned the task of drafting an all hands email from the CEO announcing the beginning of the strategic planning process.

**(3) Administrative Items**

* Team meetings will be held every Thursday at 10 in this conference room.
* Mr. Little advised team members that he has extended an offer to meet with them one on one for the purpose of providing support and assistance. He requested that members provide him an email with dates and times they will be available.
* Mr. Little advised team members to gain more insight on strategic planning so that they are better prepared to provide such to the organization. He provided and recommended reading the book, *Strategic Planning: As Simple as* *A, B, C*.



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| **Action Item** | **Due Date** | **Responsible Individual(s)** |
| Provide the names of employees who require training to Mrs. Davis. | **ASAP** |  **Managers** |
| Provide managers with training sign-up sheets.  | **June 20, 2015** | **Ms. Davis** |
| Develop organizational survey. | **TBD** | **Mr. Little** |
| Provide draft of all-hands CEO Email. | **June 15, 2015**  | **Mr. Sparks** |
| Establish team-meeting schedule and secure conference room for next six months. | **Ongoing** | **Administrative assistant** |
| Provide Ms. Davis email with dates and times of availability for one-on-one meetings, if needed. | **June 17, 2015** | **Managers** |
| Develop greater insight into strategic planning. | **Ongoing** | **All team members** |

**NEXT MEETING**:

June 17, 2015; 10 a.m.; Bldg. 51; Room 1215