# Meeting Report Worksheet

## Purpose

This tool may be used to document information about a local pre-incident planning meeting, including plans for additional meetings or other next steps.

## Instructions

Use this worksheet to document the date, location, participants, and key outcomes of a local pre-incident planning meeting.

This tool refers to individuals and groups such as the “local champion” and the “planning team.” These terms are described in the Pre-Incident Planning Guide. The tool also refers to group discussions that occur during the pre-incident planning meeting. For more information about the group discussions, see the description of the sample agenda in Pre-Incident Planning Guide***.***

This tool is provided in Word format so it may be downloaded and used electronically if desired.

## Report

Basic Information about the meeting

Name of community (county, municipality, other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of meeting (attach agenda): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of attendees (attach participant list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person preparing report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Ideas from Group Discussion

At the end of the group discussion, the facilitator will ask the discussion group(s) to identify their top priority items for obtaining further information or developing action items. Record the group’s top priority items here:

(Please continue to next page.)

Next Steps

At the end of the meeting, the local champion or planning team leader will summarize the meeting and identify anticipated next steps for pre-incident planning. After the meeting, the planning team may wish to further discuss next steps. Document next steps here:

Evaluation

Please use this section to note what the planning team thinks went well and what could be improved in future meetings.