

Clayton SEPAG Action Sheet – Agenda and Minutes

Members Present: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ Date/Time/Place of Next Meeting: \_\_\_\_\_

Agenda Item	Person Initiating	Summary of Discussion/Task List	Action Decision	Person to Follow Up	Target Date Completion
Remind Group	Greg Esposito	What information should be provided by Remind as opposed to email?			
Mail Home Flier	Greg Esposito	Was the flier successful? How else should we advertise?			
Survey for Group Goals	Greg Esposito	What questions should be included in the survey?			
Official Information Write Ups	Greg Esposito	Should we write up the information discussed last session (group rules, roles, goals, mission statement, etc.)? Where should that information be posted?			
<b>Possible Agenda Items for Next Meeting:</b>			<b>Odds and Ends List Next Meeting Date:</b>		
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>				

