

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
Scheduling a speaker	Greg Esposito	How can we move forward on scheduling a speaker?			
Community Fair	Greg Esposito	Was anyone able to go? How was it?			
Possible Agenda Items for Next Meeting:			Odds and Ends List Next Meeting Date:		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		