

MY MEETING NOTES

Fill this in for each of your committee meetings. This is not meant to replace the minutes but is a personal record of the meeting and an opportunity to track and reflect on your individual input and to encourage group participation

Meeting Date



What is my goal for this meeting?



Meeting Notes



Action Points



Meeting Reflections

Circle on the corresponding line at the appropriate point on scale

How I feel about my participation? Poor Fair Good Awesome

How I feel about my contribution? Poor Fair Good Awesome

What do I want to contribute next time?