Coalition Launch Meeting | Minutes

Meeting Date / Time: Meeting Location:

Facilitator: Notetaker:

Timekeeper:

Attendees:

* [name]
* [name]
* [name]
* [name]
* [name]
* [name]
* [name]
* [name]
* [name]
* [name]

## **meeting logistics and overview**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **Review Progess on forming our coalition**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **Train participants on foundational coalition topics**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **elect coalition leadership**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **name the coalition**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **establish workgroups**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **Brainstorm a vision statement**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***

## **wrap up and next steps**

*Major Discussion Points:*

*Conclusions / Decisions:*

***Action Items*** ***Point Person*** ***Deadline***