

MAPHN Meeting Minutes Meeting (type, regular/special, board/committee) _____

Date ____ / ____ / ____ Time ____:____ Place _____ **Attach Attendance Sheet**

Roles: Convener _____, Timekeeper _____, Facilitator _____, Recorder _____, Minutes _____

Agenda (list items)	Discussion (outline of points/narrative not necessary)	Outcome (vote, if action needed person responsible)