**General Meeting Notes:**

1. How are you? (What’s occurring with work, school, family, etc.)
2. Chapter Goals (What are you working to achieve?):
3. Chapter Obstacles (What’s keeping you from getting there?):
4. Recent Chapter/Member Successes (What’s happening that’s working?):
5. Recent Chapter/Member Challenges (What’s happening that’s not working?):
6. What can I do to best support you?
7. What’s coming down the pipeline (What do we need to be thinking about)?
8. Other Final Notes (Questions, upcoming events you can attend, etc.):

Action Items (Items to complete before next meeting):

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| --- | --- |
| [Action Item] | [Responsible Party] |
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