
Youth Community Meeting Minutes

Date: [Insert date of meeting]

Time: [Insert start and end time]

Location: [Insert meeting location]

Facilitator: [Insert name of facilitator]

Note-Taker: [Insert name of note-taker]

Attendance: [List names or attach an attendance sheet]

Agenda

1. [Agenda item 1]
2. [Agenda item 2]
3. [Agenda item 3]
4. [Agenda item 4]

Meeting Proceedings

Welcome and Opening Remarks

- [Summarize key points or quotes from facilitator or youth leader]

Review of Previous Meeting Minutes

- [Briefly recap highlights or approvals from the last youth meeting]

Updates and Reports

1. Youth-Led Projects Update

- [Description of ongoing or upcoming projects]
- Responsible parties: [Names or groups]

2. Financial Report

- [Summary of funding or resources allocated for youth programs]
- Presented by: [Name]

3. Upcoming Events

- [Details of events, including dates and organizing teams]

Discussion Points

Topic 1: [Insert topic name]

- [Key points discussed by youth members]
- Decisions made: [Insert decisions or agreements]
- Action Items: [List tasks and responsible parties]

Topic 2: [Insert topic name]

- [Key points discussed by youth members]
- Decisions made: [Insert decisions or agreements]
- Action Items: [List tasks and responsible parties]

Open Forum/Youth Concerns

- [Summarize any new issues raised by youth members]

Decisions Made

1. [List all resolutions or agreements reached in the meeting]

Action Items

- **Action Item 1:** [Task description] - **Responsible Party:** [Name/Group] -
Deadline: [Date]
- **Action Item 2:** [Task description] - **Responsible Party:** [Name/Group] -
Deadline: [Date]

Next Meeting

- **Date and Time:** [Insert next meeting details]
- **Location:** [Insert next meeting location]

Adjournment

- **Time:** [Insert time meeting adjourned]

Note: [Add any additional notes or follow-ups required.]