## horizontal line**Joint Community Meeting Minutes**

**Date:** [Insert date of meeting]  
**Time:** [Insert start and end time]  
**Location:** [Insert meeting location]  
**Facilitator(s):** [Insert names of facilitators or representatives from each community]  
**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 facilitators or representatives]

#### **Review of Previous Meeting Minutes**

* [Recap highlights or approvals from previous joint meetings]

#### **Updates and Reports**

**1. Community Collaboration Updates**

* [Details on joint projects or initiatives]
* Responsible parties: [Names or groups]

**2. Financial Report**

* [Summary of shared budget, expenditures, or funding sources]
* Presented by: [Name]

**3. Joint Events and Activities**

* [Details of joint events, including dates and coordination teams]

### **Discussion Points**

**Topic 1: [Insert topic name]**

* [Key points discussed by both communities]
* Decisions made: [Insert decisions or agreements]
* Action Items: [List tasks and responsible parties]

**Topic 2: [Insert topic name]**

* [Key points discussed by both communities]
* Decisions made: [Insert decisions or agreements]
* Action Items: [List tasks and responsible parties]

### **Open Forum/Community Concerns**

* [Summarize any shared concerns raised by attendees]

### **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.]