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# 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.]