

LWG Meeting Minutes

A record of what was discussed, decided, and committed to

Conservation District

Meeting Date

Location

Facilitator

Note-Taker

Prepared By / Date

Districts / Organizations Present

Unable to Attend / Absent *optional*

Meeting Notes

Capture key discussion points, decisions made, and anything worth noting for each agenda item.

#	Agenda Item	Discussion / Notes	Discussion Leader
1	Welcome & Introductions		
2	Review of Last Meeting Action Items		
3	District Project Updates		
4	Barriers & Support Needed		
5	Partner & Resource Updates		
6	Open Discussion		
7	Next Steps & Action Items		

8	Next Meeting Date & Location		
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Action Items from This Meeting

Action Item	Who's Responsible	Due By

Next Meeting

Date	Time	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Respectfully submitted by:

Name / Title	Date Submitted
<input type="text"/>	<input type="text"/>

Send these minutes to all attendees and anyone who couldn't make it.