



A Framework for Evidence-Based Decision Making in Local Criminal Justice Systems

*An initiative funded by the National Institute of Corrections
with support from the Office of Justice Programs*

Technical assistance provided by:
Center for Effective Public Policy, Pretrial Justice Institute,
The Justice Management Institute, and The Carey Group

Starter Kit

1o: Creating Useful Meeting Records

Appendix: Meeting Record Template

Group Name
Meeting Record
Date
Time

Team Chair:

Team Members Present:

Team Members Absent:

Meeting Goals:

Meeting Summary:

Decisions Made:

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-
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Action Items:

Task Description	Who is Responsible?	Due Date

Next Meeting (date, time, location):

Attachments (agenda, reports referenced, etc.):