

## Builder Meeting Notes

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Attending \_\_\_\_\_

Discussions

---

---

---

---

---

---

---

---

---

---

Plan of action/By whom/Deadline

---

---

---

---

---

---

---

---

---

---

Next meeting date/time \_\_\_\_\_

Make copies and distribute to those attending the meeting and those who are assigned to perform the plan of action, highlighting that person's duty.