

Record of Our Meetings

My name:.....

My worker's name:.....

Where we meet:.....

Why are we working together?

The first meeting date:.....

Who was there?

What did we do or talk about?

Did we make any plans or decisions?

Do we have any more meetings? What for?

Second meeting date:.....

Who will be there?

The second meeting date:.....

Who was there?

What did we do or talk about?

Did we make any plans or decisions?

Do we have any more meetings? What for?

Third meeting date:.....

Who will be there?

The third meeting date:.....

Who was there?

What did we do or talk about?

Did we make any plans or decisions?

Do we have any more meetings? What for?

Next meeting date:.....

Who will be there?