

# Administrative Meeting Note Guide for Association Representatives

*This worksheet is designed to help Association Representatives (ARs) document important details during an administrative meeting. Fill in the sections below to ensure thorough and accurate note-taking.*

## Member Information:

Member Name: \_\_\_\_\_ Member ID: \_\_\_\_\_

Position/Role: \_\_\_\_\_ School/Department: \_\_\_\_\_

## Meeting Details:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Administrator(s) Present: \_\_\_\_\_

Other Attendees: \_\_\_\_\_

## Pre-Meeting Discussion:

Reason for Meeting (as understood by the member):

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Member's Key Concerns or Points to Address:

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## Meeting Notes:

1. Issues Discussed:

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2. Member's Responses/Statements:

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3. Administrator's Comments/Statements:

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4. Questions Asked by Member:

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5. Decisions/Agreements Made:

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6. Actions Required (by whom and deadlines):

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**OPTIONAL- Additional Notes:**

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**Does DEA need to get in contact with this member?**

- Yes
- No
- Unsure

**Was this meeting recorded?**

Yes

No

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**Confidentiality Reminder:**

*Ensure all discussions and documents related to this meeting are kept confidential. Do not share information about the meeting with anyone not directly involved.*

Signature of AR: \_\_\_\_\_ Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_