

Community Meeting-to-Action Worksheet

Turn a conversation into a campaign before everyone leaves the room

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Community meetings produce energy. Without structure, that energy dissipates within 48 hours. This worksheet captures the momentum before everyone leaves the room.

Meeting Date, Location & Topic

Number of people present

WHAT WE HEARD

The three issues mentioned most often during this meeting

The most powerful story or testimony shared today

WHAT WE DECIDED

The one priority issue this group will focus on

Our shared goal (what does success look like and by when?)

WHO DOES WHAT

Assign specific tasks before the meeting ends

Task	Person & Deadline
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Task _____	Person & Deadline _____
Task _____	Person & Deadline _____
Task _____	Person & Deadline _____

Date and purpose of our next meeting

How we will communicate between meetings

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