



**Dementia Friendly USI
Action Team Meeting
Date
Location**

Present: List name of Action Team member who were present

1. Describe discussion of the agenda areas briefly. For example: discussed ideas for the next event such as a vendor fair, Alzheimer's speaker or Dementia live activity. Decision was not made due to space needed to be determined first. Even to confirm space by next meeting.
2. Be sure to make note of any action items that need to take place. For example: Brandy to create flyer for the March event.
3. Next meeting: Include the date, time and location of next meeting.

Tip: Send to all members of action team soon after the meeting for review. This will allow participants who did not attend to catch up on what they missed. Also, it acts as a reminder for those who did attend.