

## 1.7 HEALTHY BRAIN STEERING COMMITTEE – MEETING LOG

This template is designed for community steering committees to consistently track meeting participation, accomplishments, and progress toward goals. Complete one Meeting Log for each meeting and update the Accomplishment Tracker regularly.

### SECTION 1: MEETING PARTICIPATION LOG (COMPLETE FOR EACH MEETING)

Community Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Location / Virtual Link: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Note Taker: \_\_\_\_\_

### ATTENDANCE RECORD

| Name | Organization | Sector Represented | Present (Y/N) |
|------|--------------|--------------------|---------------|
|      |              |                    |               |
|      |              |                    |               |
|      |              |                    |               |
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## SECTION 2: MEETING SUMMARY & AGENDA DISCUSSION

Key Updates Shared:

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Barriers Identified:

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Solutions or Adjustments Agreed Upon:

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Decisions Made:

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## SECTION 3: ACTION ITEM TRACKER (UPDATE EACH MEETING)

| Action Item | Assigned To | Due Date | Status (Not Started/In Progress/Completed) | Notes |
|-------------|-------------|----------|--------------------------------------------|-------|
|             |             |          |                                            |       |
|             |             |          |                                            |       |
|             |             |          |                                            |       |

## SECTION 4: COMMUNITY ACCOMPLISHMENT TRACKER (ONGOING LOG)

Use this log to document measurable accomplishments that demonstrate progress toward Healthy Brain Community designation.

| Date | Activity / Milestone Completed | Related Workplan Goal | Number of Participants (if applicable) | Evidence Collected (agenda, photos, sign-in sheet, etc.) |
|------|--------------------------------|-----------------------|----------------------------------------|----------------------------------------------------------|
|      |                                |                       |                                        |                                                          |
|      |                                |                       |                                        |                                                          |
|      |                                |                       |                                        |                                                          |
|      |                                |                       |                                        |                                                          |