**Format for Women’s Group Meeting Minutes**

* Group Name: (this can be the name of the village where they are located or another mode of identification can be agreed).
* Meeting Location: (usually the group agrees on where they will be meeting but this can change; if it does, then it may be important to know why).
* Meeting Date: (this is important because there is a work plan to follow).
* Meeting Facilitator: (also important, as resource persons may change from time to time).
* Agenda of the Meeting: (this embodies its objectives, what was or will be discussed, what training will be conducted, etc.).
* Minutes: (these are written according to the agenda items; minutes do not mention names of meeting participants; rather, what has transpired, like the questions asked, topics covered in the training, what members agreed or disagreed on, etc). Minutes should be kept short and succinct, rather than present a narrative of everything that occurred during the meeting.

**Emerging Issues** (written after the meeting)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Challenges**  | **Action** | **Date for Action** | **Person responsible** | **External help required and who**  |
|  |  |  |  |  |