

Change Management Consulting, Inc. (CMC)

Meeting Activity Report

Meeting: _____

Leader: _____ Department: _____

Date: _____ Start: _____ End: _____

Attendees: _____

Meeting Objectives:

1. _____

2. _____

3. _____

Key Issues or Discussion:

Change Management Consulting, Inc. (CMC)

Meeting Activity Report (Cont.)

Action Assignments:

Action Required	Person Responsible	Est. Comp. Date	Completed

Agenda Topics for Next Meeting:

1. _____
2. _____
3. _____
4. _____
5. _____

Meeting Review:

Strengths

Weaknesses

Next Meeting:

Date: _____ Time: _____ Location: _____