# Meeting Record and Follow-up Form

This form should be completed within 24 hours of the meeting and shared with The Salvation Army’s Territorial government relations lead.

|  |  |
| --- | --- |
| Meeting Date:  |  |
| Meeting Location:  |  |
| Who was in attendance (including contact information): |  |
| What was the ask from The Salvation Army? |  |
| Concerns the staffer / Parliamentarian had: |  |
| Questions the staffer / Parliamentarian had: |  |
| What was the level of receptivity and tone?  |  |
| Action items for The Salvation Army and who will own them? |  |
| Are there any commitments or action items from the staffer or Parliamentarian? |  |
| Are there specific personal details about the staffer / Parliamentarian worth remembering for future meetings (e.g. vacations, friends involved in our work, children’s names, etc.) |  |
| Has a follow-up note been sent?  |  |
| When should the next meeting happen and who should be involved?  |  |