# 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.

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| 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? |  |