

ROSC Council Meeting Minutes Checklist

Local ROSC Councils format their meeting minutes in a variety of ways. They should continue to record their minutes in a fashion that they prefer. All meeting minutes should contain the following in some form:

- ☐ ROSC Council name, date and time of meeting, location of meeting.
- ☐ Method of meeting (Zoom, conference call, in-person, hybrid, etc.)
- ☐ List of Participants and the organizations and sectors they represent including Persons with Lived Experience (PLE).
- ☐ Approval of minutes from the previous meeting.
- ☐ Summary of each agenda item including comments/discussion.
- ☐ Action taken for agenda items needing approval (approved, not approved, tabled for further discussion).
- ☐ Timeline and person(s) responsible for carrying out action items, events, activities, communications, etc.
- ☐ Reports on any events or activities conducted since the previous meeting.
- ☐ Updates on upcoming events or activities.
- ☐ Reports from committees (if any).
- ☐ Updates from Region or Statewide ROSCs or from the Lead Agency.
- ☐ Calendar of upcoming events.
- ☐ Time when the meeting was adjourned.