

Financial- FM Team - Meeting Minutes

	Activity	Who	Form/Hyperlink
Step 1:	Upcoming Meeting	Directors/Supervisors/Managers/Employee's	N/A
Step 2:	Do you need meeting minutes? Resource for taking minutes?	Directors/Supervisors/Managers/Employee's	N/A
Step 3:	If minutes are warranted, person calling meeting should take minutes and include action items.	Directors/Supervisors/Managers/Employee's	N/A