

Getting Things Done:

Have a notetaker keep a record of meeting date, who was present, what decisions were made, etc:

IDEA or GOAL:	Create print material: flyers, posters, newsletters	Contact related clubs that might have interested members	Enlist friends who might want to join	Use social media tools	Other Ideas?
WHAT? (SPECIFIC TASK)					
WHO WILL TAKE LEAD?					
BY WHEN?					
FOLLOW-UP or NEXT STEPS?					