



Green Team Notes Form

Hints: Green Team Notes are meeting minutes that make it easy to keep track of your meetings, your plans and your accomplishments. Print out this form and take it to each Team meeting. You may need several copies of pages 2 and 3 to record information on all your Action Steps that are discussed. You can scan and email these to us when you are ready to apply to the Florida Medical Association for Green Doctor Office Recognition. Email your Notes or any questions to tsack8@gmail.com.

Name of office or Team: _____

Location of this meeting: _____

Date: (month/day/yr): _____

Name of person completing this Notes report: _____

Your email: _____

Names of those who attended (initials only if you prefer):

Check the boxes for each item that you complete at the meeting:

- A. **Welcome to the meeting & introduction of attendees**
- B. **Review the Minutes from the previous meeting**

- C. **Old Business: Discussion of Action Steps your Green Team has already addressed**
 - 1. Name of the Action Step: _____
 - 2. Team leader for this step (name or initials) _____
 - 3. Accomplishments to date (seek numerical goals): _____



4. Problems & challenges: _____

5. Educational opportunities: _____

6. Target date for the next report or completion: _____

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1. Name of the Action Step: _____

2. Team leader for this step (name or initials) _____

3. Accomplishments to date (seek numerical goals): _____

4. Problems & challenges: _____

5. Educational opportunities: _____

6. Target date for the next report or completion: _____

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1. Name of the Action Step: _____

2. Team leader for this step (name or initials) _____

3. Accomplishments to date (seek numerical goals): _____

4. Problems & challenges: _____

5. Educational opportunities: _____

6. Target date for the next report or completion: _____

D. New Business: Discussion of New Action Steps

1. Name of the Action Step: _____



2. Team leader for this step (name or initials): _____

3. Plans for implementation (seek numerical goals): _____

4. Educational opportunities: _____

5. Target date for the next report or completion _____
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1. Name of the Action Step: _____

2. Team leader for this step (name or initials): _____

3. Plans for implementation (seek numerical goals): _____

4. Educational opportunities: _____

5. Target date for the next report or completion _____
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1. Name of the Action Step: _____

2. Team leader for this step (name or initials): _____

3. Plans for implementation (seek numerical goals): _____

4. Educational opportunities: _____

5. Target date for the next report or completion _____

E. **Next meeting:** Date _____ Location _____

Email this to your Green Team members and to My Green Doctor: (tsack8@gmail.com). You can contact MGD in the U.S. at 904---403---6446.