



Green Meeting Notes Form

Instructions: Use this Form to record what My Green Doctor topics are discussed at your staff meetings

- Complete the form on your computer or print this form to take to your staff meeting
- Record brief Notes—five minutes or less—of the My Green Doctor topics discussed
- For each topic discussed, try to find one person to be responsible for the topic.
- To qualify for the Green Practice Recognition Certificate, your practice must complete 5 meetings, 5 Action Steps, & 5 Education Steps
- After completing the Form, email the form or a photo of it to My Green Doctor: member.services@mygreendoctor.org

Name of healthcare practice: _____

City, State, Country: _____

Date: (month/day/year): _____ **Number of people at this meeting:** _____

Your email address: _____

Topics Discussed Today:	What Was Discussed or Decided:	Name or Initials of Person Responsible
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current or Planned My Green Doctor Education Steps:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date for your next office or clinic meeting to continue with My Green Doctor: _____