

School Wellness Team Meeting Tracker and Action Log

Purpose: To track meeting discussions, action steps, and progress toward wellness goals, and to support alignment with the Local Wellness Policy.

Instructions: Use at every team meeting to track progress and continuity.

School Name: _____

Meeting Date: _____

Facilitator: _____

Recorder: _____

Agenda Item/ Topic Discussed	Notes/Summary	Action Item(s)	Responsible Person(s)	Due Date	Status (Completed/In Progress/Not Started)

Meeting Frequency Goal:

☐ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Other: _____

USDA and these institutions are equal opportunity providers, employers, and lenders.

Maryland STATE DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND EXTENSION

MARYLAND SNAP-ED