

Name _____

AP Government

Community/Government Meeting Summary Sheet

Day: _____

Date: _____

Time that you were there: (In) _____ (Out) _____

Type of Meeting: school village town county other

Name of Meeting: _____

Location of Meeting: _____

Key people present (names and titles): _____

Who was running the meeting? _____

Approximately how many citizens are in attendance? _____

Number and names of students present:

What **issues** are on the agenda? (attach agenda when possible):

Which question would you like to ask at this meeting?

Signature of a member of the meeting:

Signature _____

Title _____

What **POLICIES** were discussed:

What **SOLUTIONS** were proposed:

Describe **PUBLIC COMMENT** – who spoke, what were the issues, what if any feedback did they receive:

Did the members running the meetings acknowledge the students present or ask for their input, etc?

What issue did you find the **most interesting** and why?

*****In order to receive credit for a meeting*****

Please remember this is a summary sheet to be
completed after the meeting

DETAILED NOTES must be taken during the meeting and submitted with your
summary sheet for credit –
and you must **discuss this meeting**
the next time you have class