

## Racial Justice Improvement Project Task Force Meeting Report

***NOTE: This Meeting Report and the Meeting Agenda must be submitted to the ABA following each meeting of the task force. This report is required before reimbursement for meeting expenses can be processed. The Task Force is not required to use this form for the Meeting Report, but the information below must be included in the report. Upon completion, please follow pre-arranged procedures for electronic submission.***

Task force Jurisdiction:

Task Force Facilitator:

Date of Meeting:

Location of Meeting:

Task Force Members Present:

Others Present: *(name, job title, organization)*

Reports/Updates/Matters Discussed

Old Business

New Business

Next Steps (assignments given to task force member, sub-committees formed, consultants hired)

ABA Resources/Assistance Needed (i.e., technical support, guest speakers, research, data collection. *See* Technical Assistance Request Form)

Next Task Force Meeting

Date:

Time:

Location: