



PRACTICAL ADVOCACY WORKSHEET

Meeting Preparation & Action Tracker

Prepare the priorities and questions before the meeting starts.

MEETING / REVIEW TYPE

DATE AND TIME

ORGANISATION / SETTING

CHILD / YOUNG PERSON INITIALS OR REFERENCE

Decide what matters before the meeting starts. A useful meeting ends with clear decisions, owners and dates - not another hour of conversation to decode.

My three priorities

1	2	3
---	---	---

Questions to take in

Question	Why it matters	Who should answer?	Evidence / reference



PRACTICAL ADVOCACY WORKSHEET

Meeting Preparation & Action Tracker

Record decisions as they happen. Separate an answer from something that remains unresolved.

During the meeting

Repeat important agreements back. "Can I check I have this right - the decision is X, Y will do it, and the target date is Z?"

Point discussed	Decision / answer	Evidence / reason given	Still unresolved?



PRACTICAL ADVOCACY WORKSHEET

Meeting Preparation & Action Tracker

Leave with a record of who will do what, by when, and what still needs an answer.

Action tracker

Action	Owner	Due date	How confirmed?	Status

After the meeting

- Write a short factual record while it is fresh.
- Confirm important decisions/actions if official minutes will be delayed.
- Flag material inaccuracies in minutes promptly.
- Put every deadline into your deadline tracker.
- Turn "we will look into it" into an owner, question and target date.

Follow-up note / next meeting date