



Green Team Notes Form

Instructions: Use this Form to record what is discussed and decided at each five-minute Green Team meeting.

- Take a copy of this Form to each Green Team meeting.
- Use the “Meeting-by-Meeting Guide”, found at the My Green Doctor “Resources” tab, to know what to say and do at each meeting.
- For each topic, choose one person or more to be responsible for the topic.
- To qualify for your Green Doctor Office Certificate: 5 meetings, 5 Action Steps, 5 Education Steps
- After completing the Form, scan or photograph it; then send to My Green Doctor: tsack8@gmail.com.

Name of healthcare office: _____

City, State, Country: _____

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

Your email address: _____

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

Current or Planned My Green Doctor Education Steps:

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

Date and Time for your next Green Team Meeting: _____

Education Step Ideas: The “Resources” tab at My Green Doctor has free brochures and posters, plus a “Tip of the Month” program for teaching in the office. Look also at our list of blogs which can become office handouts or newsletter topics, and the many Education Steps in our seven free Workbooks.