Local Government Meeting Observation

Name:_____ Period:_____

Meeting Attended: _____

Location:_____

Date of Meeting:_____ Start Time:_____ End Time:_____

Officials in Attendance:

Were members of the public given any meeting materials? If so, what were they given and please attach.

Were members of the public given an opportunity to ask questions or participate in the meeting in any way? If so, explain the procedure that was used.

Use the space below and the back of this page to take notes on the meeting. You must include all of the major issues addressed at the meeting and any actions decided upon.

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