



## Sample Template: Meeting Minutes

### OFR Meeting

Date:

Present: [Name, Agency]

Updates:

Incident#:

Date:

Time:

Address:

District:

Case narrative:

Partner/agency reports (add/remove partners listed as appropriate):

- Medical examiner's/coroner's office:
- Emergency medical services:
- Police department:
- Department of corrections:
- Health department:
- Drug treatment provider(s):
- Hospital:

Themes:

Recommendations: