

**MEETING NOTES**

Date of Meeting:

PURPOSE OF MEETING:

ATTENDEES:

# Discussion Topic:

NOTES:

* Put discussion notes here bulleted by each point
* And another point
  + Sub points to the point get indented
  + But you only put a bullet or a sub-bullet if there are two or more

DECISIONS MADE:

* Decisions made on the topic go here, even if it’s something like: A smaller group will meet separately to review

NEXT STEPS:

# DISCUSSION TOPIC:

NOTES:

DECISIONS MADE:

NEXT STEPS: