

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: