

MEETING REGISTER

| | | |
|-------------------|------------------|--|
| Team: | | Meeting Attendees: |
| Roles: | | |
| Meeting Leader: | | |
| Meeting Register: | | |
| Time Keeper: | | Additional Distribution (if absences, how we manage): |
| Date/Time: | Location: | |
| | | |

| Who | Action | Check if carry-over item | Date Due | Date Completed |
|-----|--------|--------------------------|----------|----------------|
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DECISION LOG

| Details on What we have Decided | How to Communicate/Implement |
|---------------------------------|------------------------------|
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| | |

PARKING LOT (Deferred Items)

| Deferred Topics and Reason(s) Why | Deferred Until: |
|-----------------------------------|-----------------|
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| | |
| | |
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MEETING PROCESS CHECK

Select Topic to Evaluate: Participation Results Other: _____

| What We Did Well | Ways to Improve |
|------------------|-----------------|
| | |

RELEVANT MEETING NOTES