

**EMAIL SUBJECT LINE:** Meeting Notes - Insert Meeting Name Here - Insert Meeting Date Here; in this format: MM DD, YYYY

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**Next Meeting:** Insert next meeting information here in this format; if unsure of specifics be sure to highlight: Monday, MM DD, YYYY 00:00p.m. EST

**RECORDING & PASSWORD:** Meeting Recording Link

**ACTIONS:**

- **Action Item Owner Name** - List company and/or architecture here if specified - List action item, beginning with a strong, actionable verb; if nothing then insert N/A as first bullet point

**DECISIONS:**

- List decision details here; if nothing then insert N/A as first bullet point

**RISKS:**

- List risk details here; if nothing then insert N/A as first bullet point

**GENERAL DISCUSSIONS:**

- General discussions listed here in detailed, yet succinct, jot notes

**KEY SCREENSHOTS**

**ATTENDEES:** List attendee names here on one line