## Overview

|  |  |
| --- | --- |
| **Date** |  |
| **Meeting Facilitator** | *Include the facilitator’s name.* |
| **Purpose** | *Define the goal of the meeting.* |
| **Attendees** | *Include names of all attendees.* |
| **Topics** | *Reference the topics to be discussed.* |

## Discussion

|  |  |  |
| --- | --- | --- |
| **What went well? 👍** | **What did not go as well? 👎** | **What will we do differently? 🤔** |
|  |  |  |

## Action Items

|  |  |  |
| --- | --- | --- |
| **Action item** | **Person responsible** | **Due date** |
|  |  |  |
|  |  |  |
|  |  |  |