

MEETING NOTES/DOCUMENTATION

Please consider the following questions and briefly write down your answers below. These questions will help you prepare for your next meeting.

Date: _____ **Meeting #:** _____

What are the key points from this meeting?

What goals am I planning on working on between now and our next meeting?

What are the anticipated challenges to implementing these changes and how will I address them?

What topics do I want to explore further at the next meeting?

What will I need to make the next meeting effective?

Additional notes: