

## MEETING NOTES - HANDWRITTEN

Date: January 15, 2024

Attendees: John, Jane, Mike

### Key Points:

- Discussed project timeline
- Need to follow up with client
- Budget approval pending
- Next meeting scheduled for next week

### Action Items:

1. John to prepare proposal
2. Jane to contact vendor
3. Mike to review contracts

### Handwritten Notes:

Please review this section - handwritten

Signature: John Smith

Please sign and date: \_\_\_\_\_

Personal memo: Important client feedback