**Stage 2 Rough Planning**

Notes on what Jo said:

* **Write down everything**
* Use identical template
* Time, date, whose in attendance
* Check Action Items. If it has been done. Why it has or hasnt
* Action Items
  + End of each meeting
  + Tasks that will be done
  + Who they are assigned to
  + When you will do it by
* Include everything we talk on in our portfolio. Include snapchat
* You need evidence of talk to get the marks.