**Meeting Summary**

Recap important points of the business manager’s current situation, and desired future outcomes. Use business language in this section. Use business manager’s words where possible. Reference key dates if provided.

**Specific Business Requirements** These items represent what the business manager wants to accomplish. Again, use business language. Reference dates if the business manager provided date requirement/deadline for an item.



**Action Items**

|  |  |  |
| --- | --- | --- |
| **What** | **Person Responsible** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Solution Definition and Proposal Creation Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **Completion Date** |
| Research customer relationship management solutions to support Acme’s sales forecasting needs |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Project team prepare solution proposal presentation slides | 4/4/2022 | 4/15/2022 |
| Provide solution proposal presentation slides to Mrs. Jones | 4/16/2022 | 4/16/2022 |
| Present solution proposal to Mrs. Stephanie Jones | 4/19/2022 | 4/19/2022 |