

Date/Location: DD-MMM-YYYY, LOCATION

Attendees: [Initials or other well-known unique identifiers are okay] Example: John (JN), Anderson (AN), Richard (RC)

Start Time: [exact!]

End Time: [exact!]

Decisions

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- * [List of decisions, such as what the team will do.]
- * [Ideally linked to a task or reference document]
- * [Decisions often require actions as well, i.e. update process document]
- * ...

Actions

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- * [This is the main list that we need]
- * for example,.....
- * 1. Create Trello board ...
- * 2. Create GitHub repo.....
- * ...
- * [Each action has Target Date, Personal(s), action outcome]
- * ...

Action	Allocated team member(s)	deadline
Action-1	JN	27/06/2019
Action-2	RC	30/06/2019
Action-3	JN, RC, AN	02/07/2019
.....
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