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**

=========

**\*** [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**

=======

**\*** [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 |
| ….. | ….. | ….. |
| ….. | ….. | ….. |