**Meeting title:**

**Date:**

**Time:**

**Attendees:**

**Recorder:**

**Mentor:**

1. **Meeting purpose:**
2. **Discussion summary:**



1. **Decisions made:**

1. **Action Items (Meeting tasks):**

|  |  |  |
| --- | --- | --- |
| **Task description** | **Responsible person** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Next Meeting:**

**Date:**   
**Time:**