**Meeting Minutes**

|  |
| --- |
| Meeting Name: NAME OF PROJECT Interview |
| Date/Time Location: |
| Attendees:   * Name of person being interviewed * Your name, anyone else attending |
|  |

#### **Agenda**

|  |  |  |
| --- | --- | --- |
| Agenda Item | | Responsible |
| 1 | (Put high level agenda items and who’s asking questions, as necessary) |  |
| 2 |  |  |
| 3 |  |  |

##### **General Notes**

Any background on the project

Biography:

Name

Age:

Location:

If you research individual participants, add any background on that person here

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Strategic level questions** In preparing for interviews, it can be helpful to have a list of things to look for ask you ask your questions so that you’re prepared for follow ups. (Customize these as necessary).   |  |  |  |  | | --- | --- | --- | --- | | Area | Question | Things to look for | Response | | Strategy | What is your team's strategy over next five years? | * Overall business strategy | Theme   * Detail |  **Operational level questions**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Area | Question | Things to look for | | Response | | |  |  |  | |  | | |  |  |  | |  | | |  |  | |  | |  |  **Tactical level questions**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Area | Question | Things to look for | | Response | | |  |  |  | |  | | |  |  |  | |  | | |  |  | |  | |  | | |
|  | |

#### **Action items for Follow-up Items**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Action Item | Due Date | Responsible |
| 1 |  |  |  |

#### **Next Meeting(s)**

|  |  |
| --- | --- |
| Time(s) | Location(s) |
|  |  |
|  |  |