One Pager

Summarize important details for your team

Overview

What is the **session** about? What is the **purpose**? Who **participated**? Use these guide questions to create an informative overview of your one-pager document.

Summary

Date	Jan 7, 2030
Key Information	**Write the key details of the session** Include relevant highlights --- **Add other key details** Add additional information
Blockers	**Write a blocker for the team, if any** Provide context for your team **Add another blocker** Add context
Next Steps	**Write an action item that will move the team forward** Assign a person person to the task **Add another action item** Assign a point person
Support Needed	**Write any support required** Insert a date when it is needed **Add more as needed** Insert the due date

Relevant Resources

Title of Resource Here

Last name, First name. **Title of Web Page**. Name of Website. Publishing organization, publication, or revision date if available. Access date if no other date is available. URL.

Title of Resource Here

Last name, First name. **Title of Book**. Place of publication: Publisher, Year of publication.*

For Approval

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