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| Proposal Capture Discussion | Date(s)TimeLocation |

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| Meeting called by: | Enter meeting organizer here | Type of meeting: | Proposal Capture |

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| Attendees: | Enter attendees here |

# Agenda

The purpose of this meeting is to capture information from the proposal and the Q&A session with the customer to ensure we all understand each of the main features the system is to implement. Please come prepared to brainstorm the functionality, and ideas for inclusion in the software. You may have more than one session. Please capture all information in this single summary.

# Minutes

**Capture notes about discussion here.**

# Team Member Acknowledgement

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| **Team Member Name** | **Attended (Y/N)** | ***Use drawing tools to add your initials as acknowledgement that you reviewed the contents of this document. Submit only a single, final version.*** |
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