[Template] Meeting Notes - <Project Name / Topic> (go/meeting-note-template)

**Self Link**: <[go/meeting-note](http://meeting-note) or [go/meeting-note-template](http://go/meeting-note-template)>

**Instruction**: Please make a copy of this template when using it, and remember to **share** it with the viewers/commenters/other editors. *<Click the “share” button on the top-right corner and click the “change” button in the Get Link section. Then click on “viewer” to select the correct config>*.

### <This section is a note template, please copy and use it instead of modifying it>

## Jan 1, 2023

Note Taker: <can be multiple or none>

### Meeting note:

* Topic 1
* Topic 2
* Open Questions:
  + Q

### Todos:

* <Asignee>: Action to do

—----------------------------------------------------—--------------------------------------------------------------------

# <Regular meeting notes start below here. Please put the new notes at the top below this line>

## Jan 1, 2023

Note Taker: <can be multiple or none>

### Meeting note:

* Topic 1
* Topic 2
* Open Questions:
  + Q

### Todos:

* <Asignee>: Action to do

—----------------------------------------------------—--------------------------------------------------------------------

# Using/Editing this note template

This template is: [go/meeting-note](http://meeting-note).

Please email [incareer-web@linkedin.com](mailto:incareer-web@linkedin.com) and [antliu@linkedin.com](mailto:antliu@linkedin.com) to edit [this template](http://go/meeting-note).