Meeting Log – dd/mm/2019

Start time – hh:mm

End time – hh:mm

|  |
| --- |
| **Meeting agenda** |
| Main aims of meeting |
| **Tasks to complete** |
| List of tasks to complete in meeting – Highlight complete tasks in green |
| **Outcome** |
| Main outcome of meeting |
| **Details of tasks to complete by next meeting** |
|  |