Problem Definition Review Notes: P22xxx

Date

Attendees
- team, guide, client, others

Goals
- What does the team want to accomplish during their review?
- Decisions to be made, questions to be asked/answered, etc.

Agenda and discussion notes

Time	Item	Who	Notes
5 min	Agenda item	team member responsible	Notes/discussion here
5 min	Agenda item	team member responsible	Notes/discussion here
Etc.			

Attachments to be sent to client with pre-read
- List here

Issues Raised
- List here
- If appropriate, assign action items below to resolve issues.

Decisions Made
- List here
- Listing all decisions where team, guide, and client can see them helps keep everyone on the same page.

Action items
- Complete your peer evaluations in EduSourced
- Update meeting notes document
- Close the loop with your client afterward
- Assign each item to a team member, with due dates
- add your own action items here