

# Record of Conversation

Date: \_\_\_\_\_ Time started: \_\_\_\_\_ Time ended: \_\_\_\_\_

Venue/location: \_\_\_\_\_

Participants/attendees	Signature
Subject of discussion	
Summary of discussion	
Key points discussion	

<b>Action items</b>
<b>Decisions made</b>
<b>Additional notes</b>