DESIRE LINE

MEETING FOLLOW UP

[Project] meeting follow up

CLIENT [Client]
MEETING [Date]
PEOPLE [Confirmed names] · Prepared by: [Name]

[Summarize the principal outcome and what happens next.]

Discussion and decisions

- [Topic: concise discussion and confirmed decision, if any.]
- [Keep proposals or unresolved issues separate from decisions.]

Actions

ID and action	Owner	Due	Status
[ID and task]	[Owner/TBD]	[Date/TBD]	[Status]
[ID and task]	[Owner/TBD]	[Date/TBD]	[Status]

Open questions and next meeting

[Unresolved questions, responsible follow-up, and next meeting if confirmed.]