## **Discussion protocol**

|  |  |
| --- | --- |
| **Date:** |  |
| **Attendees:** |  |

Important points of discussion

|  |  |
| --- | --- |
| **Issue** | **Result** |
|  |  |
|  |  |

Tasks / To-Do / Next steps

|  |  |
| --- | --- |
| **Task** | **Due date** |
|  |  |
|  |  |

To be discussed / open or adjourned topics