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Create a Google Drive folder and name it with your full name. Share the research folder with my email address (primal@pdx.edu) and grant edit permissions.

Copy over this template (File → Make a copy), write the meeting notes, and include it in your research folder. Ensure both the folder and the document are shared with my email. For organizing meeting notes, you have two options: 1) either create a separate document for each meeting titled with the date (MM/DD/YY), or 2) maintain one document as a cumulative collection, starting each entry with the meeting date.

It is essential to write the meeting notes within 24 hours of the meeting. Once completed, send me an email update. Based on my experience, recall tends to decrease over time. If, for any reason, you require additional time, kindly inform me accordingly.

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(If using Option 2) Meeting date

Tasks completed before the meeting

1. Task 1
 - a. Details
2. Task 2
 - a. Details

Discussion topics and summary of points

1. Discussion point 1
 - a. Details
2. Discussion point 2
 - a. Details
3. Attach Screenshot/Whiteboard picture of the discussion when it is available.

Plans/tasks for the next meeting

(in order of priority and include expected dates for completion wherever possible)

- ☐ Next task 1 (Estimated date of Completion)

- ☐ Details of the task. Be as specific as possible.
- ☐ Next task 2 (Estimated date of completion)