

Meeting Minutes

Subject	www.cherryso.com	Date	
Facilitator		Time	
Location		Scribe	
Attendees			

Key Points Discussed		
No.	Topic	Highlights
1.		
2.		
3.		
4.		
5.		

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.			
2.			
3.			
4.			
5.			