



[Name Here],

Below is a quick summary of items we discussed during our phone conversation.

Project:

Project No.:

Date and Time of Phone Call:

FILL IN ALL INFORMATION INDICATED

*** DUE 48 HOURS AFTER MEETING**

Regarding:

Conversation With: **FILL IN ALL ATTENDEES**

Summary:

Deliverable: **MUST BE INCLUDED / FILLED
OUT IN ALL**

Due Date: **TELECONFERENCE NOTES**

We are going to proceed with the information outlined above. If you find any of this information to be inaccurate, please reply immediately.

Thank you,