

FileMessageInsertOptionsFormat TextReviewDeveloperLASERFICHETell me what you want to do...

CutCopyFormat PainterClipboard

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BBIUabA

Basic Text

Address BookCheck NamesAttach FileAttach ItemSignatureFollow UpHigh ImportanceLow ImportanceTags

To...Cc...Bcc...Subject

Send

REMEMBER TO SEND ALL MEETING MINUTES TO BOB,
YOUR DEPARTMENT PRINCIPAL, & YOUR PROJECT TEAM

Select
Teleconference
Notes

[Name Here],

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

Project:

Project No.:

Date and Time of Phone Call:

Regarding:

Conversation With: FILL IN ALL ATTENDEES

Summary:

Deliverable: MUST BE INCLUDED / FILLED OUT IN ALL TELECONFERENCE NOTES

Due Date:

FILL IN ALL INFORMATION INDICATED

*** DUE 48 HOURS AFTER MEETING**

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,