Meeting Title

Date, Time

Venue, Address

Meeting Summary

Overview

* High-level overview of the meeting
	+ Key attendees (e.g. any councillors, agencies, etc.)
	+ Purpose/objectives of the meeting
	+ Format of meeting (i.e. what happened?)

What We Heard

* + What questions were asked?
	+ How was feedback collected?
* Question 1
	+ Consolidated responses (separate by theme if appropriate)
* Question 2
	+ Consolidated responses (separate by theme if appropriate)

Questions of Clarification

* Verbatim Question? Response
* Verbatim Question? Response

Next Steps

* How will feedback be used?
* When and what is the next public touchpoint?