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?