**MEETING MINUTES**

*Meeting minutes should serve as an abridged transcript of the session, useful to document outcomes to be included in both the memo and the corrective action plan.*

CIO Introduction:

* Purpose of TechStat
* Described method and agenda of the meeting
* Within the last year… (<CIO Name>)

Slide 1 Comments:

* Cost… (<Speaker>)
* Schedule… (<Speaker>)

Next Steps:

* *Example: Smith, the project manager, will report customer survey outcomes by June 6th, 2011*