# Szablon do sporządzania notatek na spotkaniach

# Zespół ............................. — Przegląd projektu

Kiedy: ..............................................................................................................................

Kto: ..................................................................................................................................

### Cel spotkania

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### Cel projektu

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## Harmonogram spotkania:

### 1. .........................................................................................

* Pytanie: ...............................................................................................................?
* ...............................................................................................................................

### 2. .........................................................................................

* Pytanie: ...............................................................................................................?
* ...............................................................................................................................

### 3. .........................................................................................

* Pytanie: ...............................................................................................................?
* ...............................................................................................................................

## Pytania:

* ..............................................................................................................................?
* ..............................................................................................................................?

## Następne kroki:

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| --- | --- | --- |
| Kto | Co | Kiedy |
|  |  |  |
|  |  |  |

## Inne zagadnienia:

* ...............................................................................................................................
* ...............................................................................................................................