Email Template for Post Meeting Action Items

Good afternoon,

Thank you for your time to attend the meeting today. Per our discussion, here are our follow up action items by staff:

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff** | **Task** | **Deadline** | **Notes** |
| Talya |  |  |  |
| Luis |  |  |  |
| Jessica |  |  |  |
| Chris |  |  |  |
| Rich |  |  |  |
| Vicky |  |  |  |