

Meeting Summary: Jordan Follow-Up

Takeaways

- Met with Jordan.
- Jordan wants two skills.
- Budget is about \$2,000.
- Follow-up is planned for Thursday.

1. Confirm the two skills Jordan wants.

- Owner: Not stated
- Date: Thursday

2. Prepare a plan that fits the about \$2,000 budget.

- Owner: Not stated
- Date: Thursday

3. Follow up with Jordan.

- Owner: Not stated
- Date: Thursday

Standard operating procedure

A fuller recording is needed before I can write a reliable standard operating procedure.