

Meeting Summary: Jordan Follow-Up

Takeaways

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

- Owner

Not stated

- Date

Thursday

- Owner

Not stated

- Date

Not stated

- Owner

Not stated

- Date

Not stated

Standard operating procedure

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