

Meeting Summary: Jordan

Takeaways

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

1. Follow up with Jordan Owner

Not stated. Date: Thursday.

2. Confirm the two skills Jordan wants Owner

Not stated. Date: Not stated.

3. Review the proposed budget of about \$2,000 Owner

Not stated. Date: Not stated.

Standard operating procedure

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