GATHER

MEETINGS THAT MOVE WORK FORWARD

Meeting Notes and Action Items

Structured meeting notes that capture context, attendees, agenda, discussion, decisions, actions, owners, and deadlines.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026

Document contents

Meeting details

Record purpose, date, time, location or link, facilitator, note taker, attendees, apologies, and related documents.

Document control	Detail
Owner	Mara Klein
Reference	NS-048-2026
Effective date	4 August 2026
Status	Ready for review

Agenda and objectives

List topics, owner, intended outcome, allocated time, preparation, and whether a decision is required. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Discussion notes

Capture material facts, perspectives, evidence, alternatives, constraints, and unresolved questions without a transcript.

Topic	Decision or outcome	Owner	Due
Discussion notes	Outcome recorded	Mara Klein	4 August 2026
Follow-up	Confirm completion evidence	Client team	To be agreed

Decisions

Record the exact decision, decision owner or forum, rationale, conditions, dissent where appropriate, date, and affected records. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Action items

Assign one accountable owner, concrete output, due date, priority, dependency, and status for every action. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Follow-up

Set the next meeting, checkpoints, items carried forward, communication required, and method for confirming completion. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.