

NOTES FROM PHONE CALLS/IN PERSON MEETINGS

DATE/TIME: \_\_\_\_\_ 20\_\_\_\_\_/\_\_\_\_ am/pm\_\_\_\_\_ (timezone)

POINT OF CONTACT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ (work/cell)

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

REASON FOR THE CONTACT: \_\_\_\_\_

MY QUESTIONS:

- 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INFORMATION I GAINED:

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NEW QUESTIONS:

- 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NOTES FROM PHONE CALLS/IN PERSON MEETINGS

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

FOLLOW UP ITEMS:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

DATE OF FOLLOW UP CONTACT: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(timezone)

OTHER NOTES:

[illegible]