**Strategic partnership meeting**

**[*date + place*]**

**Action points for follow-up**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action/decision** | **Who** | **Deadline** | **Results** |
| [*1st issue at the meeting’s agenda*] | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [*2d issue at the meeting’s agenda*] | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [3*d issue at the meeting’s agenda*] | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

…