

Form Prepared By		Interaction Date	Project Discussed
Method of Interaction		Interaction Initiated By	
Purpose of Interaction		List of Documents Provided	
General Topics of Discussion		Location of Interaction (if in-person)	
Additional Notes on the Interaction (not covered within Notables on the second page)			

**Stakeholders Involved**

**Stakeholder Individual(s) and Group(s) Represented (with contact information if not previously documented)**

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**Legal Land Description(s) (if not documented)**

**Residence Location (if different than mailing address)**

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**Team Members Involved**

**Team Member(s)**

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**Notables**

Notable Type	Status	Raised By	Description (and location)	Response Given

**Follow-Ups**

Action Item Due	Team Member Responsible	Action Item Description

  

Commitments Due	Team Member Responsible	Commitment Description