**Record Template**

**READOUT: MEETING WITH AMBASSADOR A: 19 JUNE**

**SUMMARY**

[MOST IMPORTANT NEW INFORMATION] Who was there, what happened?

**DETAIL**

1. Date, time, place, persons in the meeting

2. [Very concise record of the conversation – not a word-for-word, just the key points that **pertain to your objective**, key questions / issues of concern]

**COMMENT & NEXT STEPS**

3. [Your evaluation of the meeting.] In terms of next steps, we should:

1. Action item I
2. Action item II
3. Action item III