| **Meeting title:****Date:****Time:****Location/Platform:****Attendees:****Absentees:****Agenda Items:**1. Overview of the Problem2. Analysis of Contributing Factors3. Brainstorming Potential Solutions**Problem Summary:** Description of the issue, including context and how it impacts the team/project.**Contributing Factors:**Factor 1:Factor 2: **Proposed Solutions:**Solution 1: Description and feasibility.Solution 2: Description and feasibility.**Decision Made:**Selected Solution:**Action Items:****Action Item 1:** Description, responsible person, and deadline.**Action Item 2:** Description, responsible person, and deadline.**Follow-Up Steps:** Key steps to monitor the implementation of the solution and track progress.**Additional Notes:**Any relevant insights or suggestions for future improvements.**Next Meeting Date and Time:** |
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