| **Meeting title:**  **Date:**  **Time:**  **Location/Platform:**  **Attendees:**  **Absentees:**  **Agenda Items:**  1. Overview of the Problem 2. Analysis of Contributing Factors 3. 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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