

Overview

Travel Dates	DD/MM/YYYY
Employee Name	Name, Title

Report

Date	DD/MM/YYYY		
Location			
Purpose			
Who you met with	◆ ◆ ◆	◆ ◆ ◆	
Discussion Highlights	◆ highlight 1 ◆ highlight 2 ◆ highlight 3		
Key Outcomes	◆ Outcome ◆ Outcome ◆ Outcome		
Follow Up Required/ Action Items	Action Item	Assigned to	Deadline for Completion
			DD/MM/YYYY
			DD/MM/YYYY
			DD/MM/YYYY
			DD/MM/YYYY



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