



## Teleconference Information Form

Teleconference Date: \_\_\_\_\_ Time: \_\_\_\_\_

Teleconference Number: \_\_\_\_\_ Mute Function: \_\_\_\_\_

Purpose of Teleconference: \_\_\_\_\_

Three questions or discussion points to address during the call:
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1.	
2.	
3.	

Follow up/action items I'm responsible for ( <i>i.e. sending a file, contact info, action item, etc.</i> ):		
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What ( <i>file, contact info, action item etc.</i> ) Check when done	Send to ( <i>name, email address</i> ):	By when ( <i>date</i> ):
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**Notes:**
