

RECORD OF DISCUSSION

Use this template to direct your notes of the discussion you have with your colleague or employer.

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What was the response to the	e issue or concern	I raised?			
'					
What new information did yo	u get?				
	3				
Are there any facts, issues or	entitlements that	need to be che	cked? Who wi	ll be check	ing them?
What solution/s did my emplo	oyer suggest?				

What did we agree?	
white did we agree.	
WHAT ARE THE NEXT STEPS?	
F	
For me:	
For my employer:	