



**4. Ask for and note possible solutions. Evaluate suggestions.**

A.	B.

**5. Decide and note specific actions.**

A.	B.

**6. Set date and time for follow-up.**

A.	B.

**Commitments given.**

A.....

B.....

**Timescale for actions**.....  
 .....

**Date of next meeting**...../...../.....

**Purpose/type of next meeting**.....

