

Problem-Solution Meeting Documentation

Date:

Time:

Location:

Facilitator:

Attendees:

1. Problem Statement

2. Background/Context

3. Identified Root Causes

4. Proposed Solutions

5. Evaluation/Decision

6. Action Items & Responsibilities

7. Follow-Up & Next Steps

Additional Comments:

Important Notes:

- Clearly document the problem to avoid misunderstandings.
- Record agreed solutions and responsibilities for accountability.
- Regularly review action items and follow up as scheduled.
- This document serves as an official record for future reference.
- Ensure all attendees review and approve the meeting notes.