

# Impact Assessment Meeting Summary

**Date:** [Insert Date]

**Attendees:** [List names and titles]

## Purpose of Meeting

This meeting was convened to assess the impact of [Project/Policy Name] on [specific area or community].

## Key Discussions

- Overview of [Project/Policy Name] and its objectives.
- Evaluation of potential impacts, both positive and negative.
- Feedback from stakeholders.
- Proposed mitigation strategies.

## Action Items

1. Conduct further analysis on [specific issue].
2. Gather additional stakeholder feedback by [deadline date].
3. Prepare a revised impact assessment report by [deadline].

## Next Steps

The next meeting will be scheduled for [insert date] to review progress on action items.

## Conclusion

Thank you for your participation and valuable insights.

Best Regards,  
[Your Name]  
[Your Title]  
[Your Organization]