## Handout: Parking Lot

j0411410[1]

* Take a few moments to share with the attendees how the parking lot works
  + Meant for topics that require follow up after the meeting
  + Hold questions that can be answered later in the meeting
* Provide brief instruction on how to register a parking lot issue
  + Provide question or topic, name and contact information, on a sticky note or verbally to the minute taker
  + Chairperson will review parking lot topics to determine if the topic requires follow up after the meeting.
  + Follow up communication will be sent to all the members of the meeting

Notes: