

One Pager

Summarize important details for your team

Overview

What is the **session** about? What is the **purpose**? Who **participated**? Use these guide questions to create an informative overview of your one-pager document.

Summary

Date	MM/DD/YYYY
Key Information	<p>Write the key details of the session</p> <p>Include relevant highlights</p> <p>Add other key details</p> <p>Add additional information</p>
Blockers	<p>Write a blocker for the team, if any</p> <p>Provide context for your team</p> <p>Add another blocker</p> <p>Add context</p>
Next Steps	<p>Write an action item that will move the team forward</p> <p>Assign a person person to the task</p> <p>Add another action item</p> <p>Assign a point person</p>
	<p>Write any support required</p>

Support Needed

Insert a date when it is needed

Add more as needed

Insert the due date

Relevant Resources

Title of Resource Here

Last name, First name. **Title of Web Page.** Name of Website. Publishing organization, publication, or revision date if available. Access date if no other date is available. URL.

Title of Resource Here

Last name, First name. **Title of Book.** Place of publication: Publisher, Year of publication.*

For Approval



Write the **name of the approver**



Write the **name of the approver**



Write the **name of the approver**