# 2.10 Follow-up Memo Template

**Purpose:** This template provides a framework for documenting meetings, exercises, and other activities. It can be used to keep attendees (and those who could not attend) informed.

**Directions:** Complete the follow-up memo after network activities and send to network partners.

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| MEMO: [Subject] |
| DATE: |
| TO: [Names of all meeting participants or members of communication network |
| FROM: [Communication Network Name] |
| CONTENTS: [thank you for participating; general report on meeting, exercise, or other activities; follow-up assignments; actions/recommendations; assigned to; expected completion date; report progress to whom, when] |
| ATTACHMENTS: [meeting minutes; after action report; exercise evaluation; etc.] |