Derek Wagner

Note Taking Template

Literature Review Template:

<https://templates.office.com/en-us/Literature-review-TM00002098>

This template had pre-built catagories to quickly and efficiently organize your thoughts for a journal or article. It included spaces to insert other work that the author had done that could help achieve your overall goal and provided space to comment on comparative reviews and research gaps. This note-taking template could help a group organize different research methodologies and keep a quick reference to look back upon for further research.

Meeting Minutes Template:

<https://templates.office.com/en-us/Meeting-minutes-TM00002017>

This template would help a group keep their meeting flowing along in a productive pace. It allows for space to add ideas or thoughts that can help achieve the group’s overall goals. The Action Items section keeps a predetermined record things that need to be discussed in the group setting thereby ensuring that nothing falls through the cracks.