**THE BORDERS, TRADE, AND IMMIGRATION INSTITUTE**

*A Department of Homeland Security Center of Excellence*

The University of Houston

4849 Calhoun Road

Houston, Texas 77204

*Insert Date*

MEMORANDUM FOR RECORD

Subject: Meeting Notes – *Insert Name and Date of Meeting*

From: *Insert Name* *and title* (BTI Fellow), the BTI Institute

1. **General.** I attended a meeting of the *insert name of group* on the topic of *insert topic*, on *insert date* at the *insert location*.
2. **Attendees.** The following personnel and agencies were represented:

**Name Title Agency**

1. **Agenda.** The meeting agenda was as follows:
2. **Meeting Objectives.** The meeting’s stated objectives were to:

* *Insert meeting objectives*

1. **Key Points.** The following are key points addressed at the meeting:

* *Insert information on key points*

1. **Observations**
2. **BTI Institute Opportunities.** As a result of these discussions, the BTI Institute…
3. **Contacts.** Information is provided on the following contact(s):

Name:

Title:

Agency:

Email:

Telephone:

Notes:

1. **Recommended Follow-Up Actions.** I recommend the following actions/Next Steps:
2. **Questions.** Address questions to the undersigned at:

Name:

Email:

Telephone:

Mailing Address: