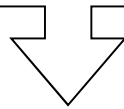


The Reportback:

Communication Template

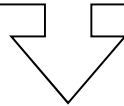
Set-up:

- Here's an analysis of what happened at the meeting...
- Here's a breakdown of our conversation...
- Here's what went down earlier today...
- Here's an overview of what we've been reviewing...

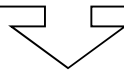


Recall: "Specifically..."

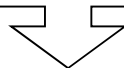
- Here's what was said...
- Here's what we were shown...
- Here's exactly what transpired...
- Here's what has been communicated to us...



Interpretation: "Here's what I interpret that to mean..."



Implications: "Moving forward, this is what it means..."



Action: "As a result, I believe our next steps are..."