

# 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

<b>Date</b>	Jan 7, 2030
<b>Key Information</b>	<p><b>Write the key details of the session</b></p> <p>Include relevant highlights</p> <hr/> <p><b>Add other key details</b></p> <p>Add additional information</p>
<b>Blockers</b>	<p><b>Write a blocker for the team, if any</b></p> <p>Provide context for your team</p> <p><b>Add another blocker</b></p> <p>Add context</p>
<b>Next Steps</b>	<p><b>Write an action item that will move the team forward</b></p> <p>Assign a person person to the task</p> <p><b>Add another action item</b></p> <p>Assign a point person</p>
<b>Support Needed</b>	<p><b>Write any support required</b></p> <p>Insert a date when it is needed</p> <p><b>Add more as needed</b></p> <p>Insert the due date</p>

## 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



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