# Institute for Meta-Synthesis Literature: Memo Template

Who writes memo:

Date:

Reference:

Main Ideas[in our words & supporting quotes with proper citation]:

### Title of Main Idea

Memo Writer Summary:

Author Summary:

Evidence:

### Title of Main Idea

Memo Writer Summary:

Author Summary:

Evidence:

### Title of Main Idea

Memo Writer Summary:

Author Summary:

Evidence:

Recommendations/Acknowledgement of Gap in Literature/More Investigation (not explicitly a recommendation):