**Title Annotation Guide**

Revision Select number

Select date

1. **Background**

Provide a brief overview of the study here

1. **Annotation Tool**

Provide a brief description of the annotation tool being used here

1. **Instructions**

Provide detailed instructions for the specific annotation task here

1. **Definitions**

Provide a comprehensive table of concepts and definitions here

1. **Meeting Notes**

*Meeting 1* | Select date | Attendees: Provide initials here

* Issues/Questions
  + Notes
* Insights/Answers
  + Notes
* Updates
  + Notes

*Meeting X* | Select date | Attendees: Provide initials here

* Issues/Questions
  + Notes
* Insights/Answers
  + Notes
* Updates
  + Notes

1. **Examples**

*Example 1*

Provide example here

*Example Y*

Provide example here

1. **References/Links**

Provide relevant references and links here

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Start Date** | **Target End Date** | **Actual End Date** |
| **I (Plan)** | Select date | Select date | Select date |
| **II (Train)** | Select date | Select date | Select date |
| **III (Develop)** | Select date | Select date | Select date |
| **IV (Produce)** | Select date | Select date | Select date |
| **V (Wrap-up)** | Select date | Select date | Select date |

**Additional Dates**

* Select date | Provide a brief description here
* Select date | Provide a brief description here
* Etc.