Start Time:

End Time:

Location:

Called by:

I. Attendees

|  |  |
| --- | --- |
| 1  | 8  |
| 2  | 9  |
| 3  | 10  |
| 4  | 11  |
| 5  | 12  |
| 6  | 13  |
| 7  | 14  |

II. Agenda Topics Responsible Time

1.

2.

3.

4.

5.

6.

7.

8.

III. Goals

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IV. Assignments

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V. Next Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_