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.

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5.

6.

7.

8.

III. Goals

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IV. Assignments

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