|  |  |
| --- | --- |
| MEETING INFORMATION | |
| Title: |  |
| Meeting Purpose: |  |
| Date/Time: |  |
| Location: |  |
| Facilitator: |  |
| Next Meeting: |  |

| ATTENDEES | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| X = Present, A = Absent | | | | | | |

| AGENDA ITEMS | |
| --- | --- |
| Item | Notes |
|  |  |
|  |  |
|  |  |

| NEW Action/Follow Up Items | | | |
| --- | --- | --- | --- |
| Action Item | Owner | Due Date | Status / Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| PRIOR OPEN Action/Follow Up Items | | | |
| --- | --- | --- | --- |
| Action Item | Owner | Due Date | Status / Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| ACTION ITEMS CLOSED SINCE LAST MEETING | | | |
| --- | --- | --- | --- |
| Action Item | Owner | Due Date | Status / Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- |
| Scribe: |  |

These minutes reflect the author’s best understanding of the items discussed. Any comments or corrections should be made as soon as possible.