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| --- | --- | --- | --- |
| **Project Sponsors:** | Shane Ladwein, Kyle Campbell | **Meeting Date: 11** | mm/dd/yyyy |
| **Meeting Facilitator:** | X | **Meeting Time:** | x ET |
| **Meeting Title**: | X | | |

1. **Attendees:** *(P – Present)*

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1. **Action Assignments:**

|  | Work- stream | Description | **Requestor** | **Primary** | **Secondary** | Due Date |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

1. **Agenda:**
2. **Meeting Notes:**

* x

1. **Next Steps**

* See Action Items