**SeaWorld SAP Implementation**

Meeting Action Items / Meeting Summary

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| --- | --- | --- | --- |
| **Project Sponsors:** | Shekufeh Boyle & Scott Trien | **Meeting Date:** | xx/xx/23 |
| **Meeting Facilitator:** | xx | **Meeting Time:** | xxx am ET |
| **Meeting Title**: | xx | | |

1. **Attendees:** *(P – Present)*

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1. **Action Assignments:**

|  | Work Stream | Description | **Requester** | **Primary** | **Secondary** | Due Date |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Agenda**
2. **Notes**

* xxx
  + xxx
    - xxx

1. **Next Steps:**
   * See action assignments