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| **[ Options ]:**  **WFO Adoption Working Team Meeting**  **WFO Adoption Working Team Meeting – APJ& GC Sync**  **Deep Dive on Deliverables – AMER – Meeting Notes**  **Deep Dive on Deliverables – EMEAR – Meeting Notes**  **Deep Dive on Deliverables – APJC – Meeting Notes**  **GAL Forum – Meeting Notes**  **GAL Forum – APJGC – Meeting Notes**  **GAL Forum – EMEAR – Meeting Notes** | | | |
| **Day, Month DD, 2015 | X - Y PST** | | | |
| Meeting Organizer: | |  | |
| Attendees: | | Prepopulated Possible Attendees  -----------------------------------------  WT WFO Adoption:  Austin Hay, Anmol Kaur, Annette Miller, Cavleen Singh, Chris Engler, Daniel Cole, Dann Kruse, Deanna Corbett, Gill Harvard, Jamie Ellahu, Joao Abreu, Jonathan Rutkowski, Laura Aguilar, Lisa Coyle, Lori Tyler, Lynn Jones, Marco Ribeiro, Marisabel Gradaille, Matt Oakley, Michelle Williams Nigel Green, Ritesh Thakur, Robert Curle, Stephanie Reavis, Tara Thomas, Tomasz Kacprowicz, Wayne Kibbler, Whitney Vellequette, William Damon, Yakob Kumar.  -----------------------------------------  WT APJC Sync:  Akhiko Takahara, Ananda Padman Thiagarajan, Anmol Kaur, April Song, Athena Song, Daniel Cole, Dann Kruse, Deanna Corbett, Geraldine Chew, Julia Davison, Lori Tyler, Mayuko Ishida, Mei Ling Cui, Sharavan Munirathinam.  -----------------------------------------  Regional Deep Dive:  AMER  -----------------------------------------  EMEAR  -----------------------------------------  APJC  -----------------------------------------  GAL Forum:  ----------------------------------------- | |
| **Purpose of Meeting:** | | | |
| o Weekly meeting to discuss project plans, deliverables, issues and risks. | | | |
| **Action Items:** | | | |
| **AI #** | **Owner** | **Description** | **Due Date** |
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| **Discussion Points:** | | | |
| * Here is a bullet for notes. * Here is a dash for notes. | | | |
| **Supporting Materials:** | | | |
| Meeting Recording: Add link | | | |
| Presentation: Add link  Action Item Tracker: [Link](https://cisco.box.com/s/mh913fhri58b71zeomld)  Deliverables Tracker: [Link](https://cisco.box.com/s/valjtpj57z1rnk9q9m9g) | | | |