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**Template: Meeting Agenda- Systems Vault**

1. **Discussion Point 1**

*What was discussed in the meeting w/client:* *this may be sloppy and stream of   
 consciousness*

**AI:** Task (name of assignee)\*  
  **AI:** Task (name of assignee)

**AI:** Task (name of assignee)

**AI:** Task (name of assignee)

1. **Discussion Point 2**

*What was discussed in the meeting w/client:* *this may be sloppy and stream of   
 consciousness*

**AI:** Task (name of assignee)  
  **AI:** Task (name of assignee)

**AI:** Task (name of assignee)

**AI:** Task (name of assignee)

1. **Discussion Point 3**

*What was discussed in the meeting w/client:* *this may be sloppy and stream of   
 consciousness*

**AI:** Task (name of assignee)  
  **AI:** Task (name of assignee)

**AI:** Task (name of assignee)

**AI:** Task (name of assignee)

1. **Discussion Point 4**

*What was discussed in the meeting w/client: this may be sloppy and stream of   
 consciousness*

**AI:** Task (name of assignee)  
  **AI:** Task (name of assignee)

**AI:** Task (name of assignee)

**AI:** Task (name of assignee)

\* AI = Action Item