

Last Built September 15, 2011

Minutes    Date: <insert date>    Time: <insert time>    Location: <insert location>  
Meeting Called By    Richard Thai  
Type of Meeting    Client  
Facilitator    Richard Thai  
Note Taker    Susi Cisneros, Eric Henderson, Richard Thai  
Time Keeper    Eric Henderson  
Attendees    Susi Cisneros, Eric Henderson, Taylor Purviance, Richard Thai, Tim Ekl

### Agenda Topics

Time Allotted: <time>    Topic: <topic>    Presenter: <presenter>  
Discussion  
Conclusions  
Action Items    Person Responsible    Deadline