Meeting Agenda / Minutes

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_.\_\_\_.\_\_\_ Time: \_\_\_:\_\_\_**

YYYY MM DD HH MM

## Attendance

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| --- | --- | --- |
| Present | **Regrets** | **Status**  **Report?** |
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|  | **Team Status Report?** |  |

## Agenda

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## Deliverables

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## Action Items (*Copy incomplete action items from previous Meeting Agenda / Minutes*)

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| What | **Who** | **When** | **Complete?** |
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## Minutes / Notes

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