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| ***Meeting Minutes*** | |
| Meeting objectives: |  |
| Meeting Date: |  |
| Meeting Time: |  |
| Meeting location: |  |
| Minutes issued by: |  |

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| Attendees: | Signatures: |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |

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| Next Steps: | Owner: | Due date: |
| Arlana Keen |  |  |
| Oliver Howe |  |  |
| Lewis Jackson |  |  |
| Brandon Henderson |  |  |
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| Discussion: |
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| Decisions made: |
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