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| --- | --- | --- | --- |
| **Name of Meeting**  **Date:**  **Time:**  **Place:** | | | |
| **Attendees/Roles** | **Purpose:**      **Desired Outcomes:** by the end of this meeting, we will walk away with: | | |
| **WHAT (TOPIC)** | **HOW (PROCESS)** | **WHO** | **TIME** |
|  | * Welcome |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Close | * Next Steps |  |  |