



Citi/Google Offsite September 23-26, 2024

Day 1			
Workstream Name			
Meeting Topic			
Meeting Type	Workshop		
Meeting Objective			
Meeting Date		Meeting Location	
Meeting Start Time		Meeting End Time	
Coordinator/Facilitator		Facilitator	
Zoom Link:			
Attendees			

Agenda Title	
Key Topics to Cover	
Readout Section	
General discussion <ul style="list-style-type: none">TBD	
Key points / Decisions <ul style="list-style-type: none">TBD	

Key Milestones

- TBD

Success Criteria

- TBD
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Key Outcomes

- TBD

Gaps Identified			Workstream:	
ID	Description	Identified By	Next Steps	Assigned To
1				
2				
3				
4				
5				

Action Items			Workstream:	
ID	Description	Assigned To	Due Date	Status
1				
2				



3				
4				
5				

Follow Ups Needed			Workstream:	
ID	Description/Area	Follow Up With	Due Date	Assigned To
1				
2				
3				
4				
5				