Citi/Google Offsite September 23-26, 2024

Day 1			
Workstream Name			
Meeting Topic			
Meeting Type	Group Workshop/ Breakout Sessions		
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
- TBD

Key points / Decisions
- TBD

Key Milestones
- TBD

Success Criteria
- TBD
-

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				