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## MEETING AGENDA

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Meeting Facilitator:		Location:	

### 1. Meeting Objective

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### 2. Attendees

Name	Department/Division	E-mail	Phone

### 3. Meeting Agenda

Topic	Owner	Time

### 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by

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Submitted by: [Name]

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## MEETING MINUTES

<b>Meeting/Project Name:</b>					
<b>Date of Meeting:</b> (MM/DD/YYYY)		<b>Time:</b>			
<b>Minutes Prepared By:</b>		<b>Location:</b>			
<b>1. Meeting Objective</b>					
<b>2. Attendance at Meeting</b>					
<b>Name</b>	<b>Department/Division</b>	<b>E-mail</b>	<b>Phone</b>		
<b>3. Agenda and Notes, Decisions, Issues</b>					
<b>Topic</b>	<b>Owner</b>	<b>Time</b>			
<b>4. Action Items</b>					
<b>Action</b>	<b>Owner</b>	<b>Due Date</b>			
<b>5. Next Meeting (if applicable)</b>					
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		<b>Location:</b>	
<b>Objective:</b>					

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Submitted by: [Name]

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