

**Meeting Minutes**

**Project: <Name of Project>**

**Date: Monday, June 11, 2024**

**Time: 3:00 – 4:00 PM**

**Team Invites: <Example of format shown here>**Angelebeth Faria; Amanda Bolduc; Deva Varela; Erin Riendeau; Isaura Tavares; Kelli Brower; Kelly Masefield; Michael Coppolino; Nancy Adams; Patrick Hickey; Rebecca Lima; Steve Sherman; Tim Chaves; Stacie Long; Christina Chogurian (COCC)

**Attendance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ✓ | <Name Here> | ✓ | <Name Here> | ✓ | <Name Here> |  | <Name Here> |
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| ✓ | <Name Here> | ✓ | <Name Here> | ✓ | <Name Here> | ✓ | <Name Here> |
| ✓ | <Name Here> |  |  |  |  |  |  |

**Significant Accomplishments**

**Discussions**

**Decisions Made**.

**Action Items / Next Steps**