# **MEETING AGENDA**

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

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| 1. Meeting Objective |
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| 2. Attendees | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
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# **MEETING MINUTES**

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