|  |  |
| --- | --- |
| DATE |  |
| TIME |  |
| LOCATION |  |

**MEETING MINUTES AND ITINERARY**

**Call to Order**

* **Team Name / Organization**
* **Meeting to Discuss**
  + Remarks
* **Attendee Names**
  + Names
* **Attendees Not Present**
  + Names

**Approval of Previous Minutes**Remarks

**Reports**Remarks

**Unfinished Business**Remarks

**Motions**Remarks

**New Business**Remarks

**Announcements**Remarks

**Other Business**Remarks

**Adjournment**Remarks

|  |  |
| --- | --- |
| **SECRETARY APPROVAL** (Signature & Date) |  |

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