**INFORMAL MEETING AGENDA**

**Attendance**

* [Attendees]
* [Attendees]
* [Attendees]
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* [Attendees]
* [Attendees]

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| **Discussion Topics** |
| [Topic] | [Topic] |
| [Topic] | [Topic] |
| [Topic] | [Topic] |
| [Topic] | [Topic] |

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| **Decisions / Motions** |
| [Decision] | [Decision] |
| [Decision] | [Decision] |
| [Decision] | [Decision] |
| [Decision] | [Decision] |

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| **Action Items** |
| [Item] | [Item] |
| [Item] | [Item] |
| [Item] | [Item] |
| [Item] | [Item] |

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| **Announcements** |
| [Announcement] | [Announcement] |
| [Announcement] | [Announcement] |
| [Announcement] | [Announcement] |
| [Announcement] | [Announcement] |