**MEETING AGENDA**

|  |  |
| --- | --- |
| **Meeting Details** | **Attendance** |
| Location: | [Location] | [ ]  [Name] | [ ]  [Name] |
| Date: | [Date] | [ ]  [Name] | [ ]  [Name] |
| Time | [Time] | [ ]  [Name] | [ ]  [Name] |
| Facilitator | [Name] | [ ]  [Name] | [ ]  [Name] |

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

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| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | [ ]  In progress[ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress[ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress[ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress[ ]  Complete |

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| --- |
| **Last meeting decision** |
| [Decision] | [Decision] |
| [Decision] | [Decision] |
| [Decision] | [Decision] |
| [Decision] | [Decision] |
| [Decision] | [Decision] |