**INFORMAL MEETING AGENDA**

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| **Meeting called by:** | **Facilitator:** | **Timekeeper:** | **Note taker:** |
| [Name] | [Name] | [Name] | [Name] |

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| **Attendees:** |
| [Attendee] | [Attendee] |
| [Attendee] | [Attendee] |
| [Attendee] | [Attendee] |

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| Agenda Items |
| Topic  | Presenter  | Time allotted  |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |

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| Misc. Information |
| **Observers:** | **Resources:** | **Special notes:** |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |