**Meeting Title: | Date:**

**Attendees:**

**Purpose:**

**Desired Outcomes**

By the end of this meeting we will have…

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **What (content)** | **How (process)** | **Who** | **Time (minutes)** |
| Start Up   * Welcome/Purpose * Roles * Outcomes/Agenda * Decision Making | Review  Clarify  Agree |  |  |
|  |  |  |  |
|  |  |  |  |

**Agreements/Notes**

|  |  |
| --- | --- |
| **Topic** | **Agreements/Notes** |
|  |  |
|  |  |
|  |  |

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Who** | **What** | **By When** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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