**Meeting Template**

Meeting Logistics & Desired Outcomes

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| MEETING: |  |
| DATE & TIME: |  |
| LOCATION: |  |
| MEETING LEAD: |  |
| MEETING PARTICIPANTS: *(Who most needs to attend?)* |  |
| MEETING OUTCOMES: *(Is a meeting necessary to*  *accomplish the outcomes?)* |  |

Agenda Items and Next Steps

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| --- | --- | --- |
| TIME | AGENDA ITEM | NOTES & NEXT STEPS *(Be sure to include communications to those not at the meeting who need to know the results)* |
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