MEETING AGENDA AND NOTES

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| Date: | Click or tap to enter a date. | Note Taker: | Enter note taker here |
| Chair: | Enter meeting facilitator here | Timekeeper: | Enter timekeeper here |

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| Attendees: | Enter attendees here |
| Purpose/goal: | Enter purpose of the meeting. What team goal(s) are you looking to make progress on? |
| Preparation: | Enter pre-reading and others items for attendees to prepare for in advance (e.g. status reports) |

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| Check-in |  | Time Allotted: | 10 min. |

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| Priority #1 | | |  | | | | Time Allotted: | | 10 min. |
| Topic: | | Enter agenda topic here | | Contributors: | | Enter contributors here | | | |
| Discussion: | | | | | | | | | |
| Capture the questions that were discussed and how the lessons learned are to be integrated into the plan. | | | | | | | | | |
| Conclusions/Key Decisions: | | | | | | | | | |
| Enter conclusions and key decisions here | | | | | | | | | |
| Action items | | | | | Person responsible | | | Target date | |
| √ | Enter action item here | | | | Enter person responsible here | | | Click or tap to enter a date. | |
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| Priority #2 | | |  | | | | Time Allotted: | | 10 min. |
| Topic: | | Enter agenda topic here | | Contributors: | | Enter contributors here | | | |
| Discussion: | | | | | | | | | |
| Capture the questions that were discussed and how the lessons learned are to be integrated into the plan. | | | | | | | | | |
| Conclusions/Key Decisions: | | | | | | | | | |
| Enter conclusions and key decisions here | | | | | | | | | |
| Action items | | | | | Person responsible | | | Target date | |
| √ | Enter action item here | | | | Enter person responsible here | | | Click or tap to enter a date. | |
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| Priority #3 | | |  | | | | Time Allotted: | | 10 min. |
| Topic: | | Enter agenda topic here | | Contributors: | | Enter contributors here | | | |
| Discussion: | | | | | | | | | |
| Capture the questions that were discussed and how the lessons learned are to be integrated into the plan. | | | | | | | | | |
| Conclusions/Key Decisions: | | | | | | | | | |
| Enter conclusions and key decisions here | | | | | | | | | |
| Action items | | | | | Person responsible | | | Target date | |
| √ | Enter action item here | | | | Enter person responsible here | | | Click or tap to enter a date. | |
| √ | Enter action item here | | | | Enter person responsible here | | | Click or tap to enter a date. | |
| √ | Enter action item here | | | | Enter person responsible here | | | Click or tap to enter a date. | |

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| Check-out |  | Time Allotted: | 5 min. |