# SAMPLE MEETING AGENDA

## **Title**

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**Date and Times** *(beginning and ending)*

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## **Objective(s)**

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**Participants** *(name and location, e.g., on-site, dialing in, video conference)*

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**Prepare Prior to Meeting** *(please note any attachments)*

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| Topic | Leader | Inform/ Discuss/ Act | Time |
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## **Bring to Meeting**

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**Parking Lot** *(for future discussion)*

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**Next Steps** *(to be completed at meeting)*

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