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| --- |
| [Purpose of meeting]  |

|  |  |  |
| --- | --- | --- |
| [Day, Date] | [Time] | [Location] |

|  |  |
| --- | --- |
| Meeting called by |  |
| Invited |  |  |
| Remote Connection (if appropriate) |  |

|  |
| --- |
| Agenda Items |

|  |  |
| --- | --- |
| Topic - Presenter | Description |
| Approvals – [Name] | * Review and approval of agenda
* Review and approval of meeting minutes from June meeting
 |
| [Topic] – [Name] | [description] |
| New Items – [Name] | Call for additional discussion items |
| Recap and Follow-up –[Name] | * Review action items
* Confirm next meeting
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