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| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**INFORMAL MEETING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CREATED BY:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
| **FACILITATOR:** | Sara Hudson | **TIME KEEPER:** | Steve Hart |
|  |  |  |  |
| **PLEASE READ:** | New Client Relations Manual |
|  |  |
| **PLEASE BRING:** | Laptop and Reports |

 **ATTENDEES PRESENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

**MINUTES**

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| --- |
| **[Agenda Topic Here]** |
| **TIME ALLOCATED** | **5 min** | **PRESENTED BY** | **Anna James** |
| **DISCUSSION**  | Remarks |
| **CONCLUSION** | Remarks |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | Anna James | Friday, April 22, 2016, 1:00 PM |
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| **[Agenda Topic Here]** |
| **TIME ALLOCATED** | **5 min** | **PRESENTED BY** | **Anna James** |
| **DISCUSSION**  | Remarks |
| **CONCLUSION** | Remarks |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | Anna James | Friday, April 22, 2016, 1:00 PM |
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| **[Agenda Topic Here]** |
| **TIME ALLOCATED** | **5 min** | **PRESENTED BY** | **Anna James** |
| **DISCUSSION**  | Remarks |
| **CONCLUSION** | Remarks |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | Anna James | Friday, April 22, 2016, 1:00 PM |
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**OTHER INFORMATION**

|  |  |
| --- | --- |
| **OBSERVERS**  | Remarks |
| **RESOURCES** | Remarks |
| **SPECIAL NOTES**  | Remarks |

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| **SECRETARY APPROVAL:***(Signature & Date)* |  |

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