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| --- | --- |
| **DATE** |  |
| **TIME** |  |
| **LOCATION** |  |

**MEETING MINUTES AND ITINERARY**

**Call to Order**

* **Team Name / Organization**
* **Meeting to Discuss**
	+ Remarks
* **Attendee Names**
	+ Names
* **Attendees Not Present**
	+ Names

**Approval of Previous Minutes**Remarks

**Reports**Remarks

**Unfinished Business**Remarks

**Motions**Remarks

**New Business**Remarks

**Announcements**Remarks

**Other Business**Remarks

**Adjournment**Remarks

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

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