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| **Meeting Name**:  | **Location**: |
| **Date**: | **Start Time**: | **Stop Time**: |
| **Note Taker**: | **Facilitator**: |
| **Division**: (if applicable) |
| **Attendees**: (See attached sign-in sheet or list attendees below) |
| **MINUTES** |
| 1. Using a numeric system. List all topics discussed.
	1. Format of this section can use lower-case letters to add clarity.
2. Include names of documents that were reviewed during meeting (i.e. handouts given attendees)
3. Summarize all action items and decisions that were made during the meeting.
	1. You do not have to include a word for word transcript of the discussion.
4. Be sure to include next scheduled meeting (if applicable).
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| **ACTION ITEMS** |
| **Item** | **Person Responsible** | **Deadline** |
|  |  |  |
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|  |  |  |
| **APPROVAL** |
| *These minutes represent a true and accurate record of this meeting to be the best of my knowledge.* |
|  **Person Responsible**: | **Date**: |
| **Meeting minutes submitted by**: |  |  |
| **Meeting minutes submitted by**: |  |  |