**Purpose of the meeting:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Meeting Agenda** |
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| **Date:**  |  | **Place:**  |  |  |
| **Start Time:** |  | **Stop Time:** |  |  |
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| **Ground Rules: (Fill in your own as appropriate – these examples are a few of my favorites)****1)** Mutual success through mutual respect**2)** Come prepared**3)** Begin and End on Time (Staying on Time to Accomplish Tasks) **4)** Flexible to adapt as needs of group dictate**5)** Have Fun |
|  |  |  |  |  |
| **Team Members and Other Attendees:** | **Meeting Assignments:** |  |
|  |  |  | **Meeting Facilitator:**  |  |
|  |  |  | **Note Taker / Scribe:** |  |
|  |  |  | **Timekeeper:**  |  |
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| **Start Time** | **Stop Time** | **Topics** | **Agenda Topics:** | **Presenter** |
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| **Meeting Notes** |
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| **Future Topics** | **Presenter** |
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