# **MEETING MINUTES**

##### *Staff Meeting*

| **Meeting Name:** |  |
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| **Date of Meeting:**  |  | **Time:** |  |
| **Meeting Purpose:** |  | **Meeting Leader:** |  |
| **Prepared By:** |  |

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| 1. Attendance at Meeting *(add rows as necessary)* |
| **Name** | **Position** | **Note** |
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| 2. Meeting Notes, Decisions, Issues |
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| 3. Action Items *(add rows as necessary)* |
| **Actions** | **Assigned to** | **Due Date** |
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