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## Meeting Agenda

Date:	Time:	Location:
Facilitator:	Minute-taker:	Time keeper:

Other meeting attendees:

Meeting purpose:

Topic/item	Time allocated	Topic leader	Objective
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

### Next meeting

Date:	Time:	Location:
Facilitator:	Note-taker:	Time keeper:

Meeting purpose:

