**Members Present:**

**Page**   **of**   **Today’s Date:**

**Recorder:**  **Date/Time/Place of Next Meeting:**

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| **Agenda Item** | **Person** **Initiating** | **Summary of Discussion/Task List** | **Action Decision** | **Person to** **Follow-up** | **Target Date****Completion** |
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| **Possible Agenda Items for Next Meeting** | **Odds and Ends List Next Meeting date** |
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