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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Minutes** | | | | | | **Date:** |  |
| **Time:** |  |
| **Meeting Topic:** | | |  | | | **Location:** |  |
| **Facilitator:** | | |  | | **Note Taker:** | |  |
| **Attendees:** | |  | | | | | |
| **Attached Resources:** | |  | | | | | |
| **1.** | **Welcome and Introductions:** | | |  | | | |
|  | | | | | | |
| **2.** | **Agenda Item Description:** | | |  | | | |
|  | | | | | | |
| **3.** | **Agenda Item Description:** | | |  | | | |
|  | | | | | | |
| **4.** | **Agenda Item Description:** | | |  | | | |
|  | | | | | | |
| **Stopwatch 25% with solid fill** | **15 MINUTE INTERMISSION** | | | | | | |
| **5.** | **Agenda Item Description:** | | |  | | | |
|  | | | | | | |
| **6.** | **Open Floor:** | | |  | | | |
|  | | | | | | |
| **7.** | **Summary of Meeting:** | | |  | | | |
|  | | | | | | |
| **8.** | **Announcements:** | | |  | | | |
|  | | | | | | |
| **9.** | **Next Meeting Date & Time:** | | |  | | | |
|  | | | | | | |
| **10.** | **Adjournment:** | | |  | | | |
|  | | | | | | |