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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:** |  |
|  |