# Meeting Logistics

|  |  |
| --- | --- |
| **Facilitator:** |  |
| **Scribe:** |  |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |

# Invitees/Attendees

|  |  |
| --- | --- |
| Attend Y/N | **Attendee Name** |
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Pre Reading

|  |  |
| --- | --- |
| **Item No.** | **Title/Description** |
|  |  |
|  |  |

Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description** | **Time** | **Presenter** |
|  |  |  |  |
|  |  |  |  |
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|  |
| --- |
| *Meeting Minutes* |
| *Minutes Item 1*  |
|  |
| *Minutes Item 2*  |
|  |
| ***Minutes Item 3***  |
|  |
| ***Any Other Business*** |
|  |

Action List

| **Item No.** | **Open Date** | **Description** | **Assigned To** | **Target Date** | **Date Closed** |
| --- | --- | --- | --- | --- | --- |
|  |  | Action Items identified from the last meeting |  |  |  |
|  |  | Action Items closed at last meeting (these will drop off at the next meeting) |  |  |  |

*Time Meeting Closed ......*

Next Meeting Details

|  |  |
| --- | --- |
| **Next Meeting Date:** |  |
| **Next Meeting Location:** |  |
| **Facilitator:** |  |
| **Scribe:** |  |