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|  **<your logo>** Meeting Agenda  |

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**Meeting Name:**

**Meeting Coordinator:**

**Meeting Date:**

**Meeting Purpose:** <Give a brief explanation of the meeting’s purpose. This space may not be needed if this is a re-occurring meeting and the attendees are well acquainted with its purpose. >

**Invitation List**: <List those who will be attending the meeting>

**Agenda**: <Describe the business you wish to handle in this meeting, in priority order. >

* Blah
* Blah
* Blah

**Review of Action Items**: <List the action items from previous meetings and any known status to date, including if the action item has been closed/resolved. >

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|  | **Action Item** | Owner | **Due Date** | **Status To Date** |
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