Time:

Location:

Meeting Called by:

Purpose of meeting:

# I. Attendees

|  |  |
| --- | --- |
| 1 | 8 |
| 2 | 9 |
| 3 | 10 |
| 4 | 11 |
| 5 | 12 |
| 6 | 13 |
| 7 | 14 |

# II. Agenda Topics

1.

2.

3.

4.

5.

6.

# III. Goals

# IV. Assignments

# V. Next Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_