**Date:**

**Time:**

**Next Meeting Information**

**Date:**

**Time:**

**Location:**

**Location/WebEx:**

**Conference Line:**

**Meeting Leader:**

**Recorder:**

**ATTENDANCE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **DEPARTMENT/ROLE** | | **Present?** | **NAME** | **DEPARTMENT/ROLE** | **Present?** | **NAME** | **DEPARTMENT/ROLE** | **Present?** |
|  |  |  | |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |
| **Guest:** |  |  | | **Guest:** |  |  | **Guest:** |  |  |

**SUMMARY OF DISCUSSION**

| **Start Time** | **Topic (Lead)** | **Outcome** | **Process** | **Notes** |
| --- | --- | --- | --- | --- |
| 10:00 am  (5 min) | 1. Welcome and Review Action Items |  |  |  |
| 10:05 am  (5 min) |  |  |  |  |
| 10:10 am  (10 min) |  |  |  |  |
| 10:20 am  (35 min) |  |  |  |  |
| 10:55 am  (5 min) | 1. Assign Action Items |  |  |  |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **OWNER** | **TARGET DATE** | **STATUS** |
|  |  |  |  |
|  |  |  |  |

**PARKING LOT**

|  |  |  |
| --- | --- | --- |
| **ITEM & OWNER** | **DATE ADDED** | **ACTION** |
|  |  |  |
|  |  |  |