

Meeting Minutes

<i>Team Name:</i>	<i>Date:</i>
<i>Leader:</i>	<i>Recorder:</i>
<i>Sponsor:</i>	<i>Scribe:</i>
<i>Facilitator:</i>	<i>Timekeeper:</i>

Members Present:

Members Absent:

Meeting Summary:

Action Items:

Who	Will Do What	By When

<i>Next Meeting Date:</i>	<i>Start Time:</i>	<i>End Time:</i>	<i>Location:</i>
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