|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Information: | | | |
| **Date:** |  | **Meeting Organizer:** |  |
| **Time:** |  | **Facilitator(s):** |  |
| **Location:** |  | **Scribe:** |  |
| **Objective(s):** |  | | |
| **Next Meeting:** |  |  |  |
| **Dial-In Line** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Distribution and Attendee List: | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda: | | | | |
| **ID** | **Item** | **Time** | **Presenter** | **Purpose** |
| 1 |  | 10 min |  | Info |
| 2 |  | 15 min |  | Discussion |
| 3 |  | 15 min |  | Discussion |
| 4 |  | 10 min |  | Info |
| 5 |  | 10 min |  | Discussion |
| 6 |  | 5 total |  | Review |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items: (ongoing and new from the 3/3/15 meeting – listed in chronological order) | | | | |
| **ID** | **Item** | **Date Due** | **Owner** | **Status** |
| 1 |  |  |  | **In Process** |
| 2 |  |  |  | **Open** |
| 3 |  |  |  | **Hold** |
| 4 |  |  |  | **New** |