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| Meeting Name |  | Leader |  |
| Purpose |  | Facilitator/Coordinator |  |
| Date/Time |  | Recorder/Scribe |  |
| Location |  | Process Monitor |  |
| Conference/Web Number |  | Timekeeper |  |
| Attendees |  Name  Name  Name  Name  Name  Name | | |
| Purpose Key | Informational (I), Discussion (D) Discussion/Decision (DD), Discussion/Feedback (DF), Vote (V), Brainstorm (B) | | |

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| **Time** | **Topic** | **Desired Outcomes** | **Approach/**  **Purpose** | **Discussion Leader** | **Who, What, When-Notes-Minutes** |
|  | Reflection/Centering | Set the tone for the meeting | I/D |  |  |
|  | Agenda review, introductions and code of conduct | Help the team understand the desired purpose and outcomes of a meeting | I/D |  |  |
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|  | Review of WWW’s  Next meeting date |  |  |  |  |

**Action Items**

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| **Who** | **What** | **When** | **Progress** |
| Person responsible | What was discussed | Completion date | Ongoing/Completed |
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| **Code of Conduct** | | | |
| * Begin and end on time. * Be actively engaged and prepared (have homework completed prior to meeting). * No backing up to catch latecomers. | | * No side conversations * Members respect confidentiality of team. * Processes and issues are discussed or attacked, not people. | * No hidden agendas. * All team members are equally important. * Once we agree, we will speak with one voice. |
|  | | | |
| **Parking Lot Items:**  Items raised to be covered in the next meeting. |  | | |