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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’sNext 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. |  |