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| **MEETING AGENDA**  |

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| Location:  |  |
| Date:  |  |
| Time:  |  |

***Agenda Items: 60 minutes total***

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| Announcements and Updates (5 min) |  |
| Old Business (8 min) |  |
| New Business (30 min) |  |
| Action Items and Assignments (10 min) |  |
| Open Floor (5 min) |  |
| Next Meeting Date and Adjournment (2 min) |  |