ACTION MINUTES FORMAT

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| Date: |  |
| Time: |  |
| Place: |  |
| Attending: |  |
| Absent |  |

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| **1. Agenda Item #1** | |
| Decisions: |  |
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| Action Items: |  |
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| **2. Agenda Item #2** | |
| Decisions: |  |
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| Action Items: |  |
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| **3. Agenda Item #3** | |
| Decisions: |  |
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| Action Items: |  |
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| **4. Agenda Item #4** | |
| Decisions: |  |
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| Action Items: |  |
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| **5. Agenda Item #5** | |
| Decisions: |  |
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| Action Items: |  |
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| Next Meeting: |  |
| Adjournment: |  |