|  |  |  |
| --- | --- | --- |
| **Meeting Purpose:**   1. Review Updates & Reports | | |
| **TIME** | **ITEM** | **PRIMARY RESPONSIBLE PERSON(s)** |
|  | **Welcome**   * Review agenda   Updates & Reports |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Time Keeper:**  **Note Taker:**  **Total Time: XX min.** | | |
| **LOGISTIC NEEDS** | | |
| **Equipment/Tools:**            **Handouts:**   * Agenda | | |