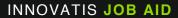


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Meeting Location									
Date of Meeting: (MM/DD/YYYY)									
1. Meeting Objective	9								
2. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)									
Description			Prepared by						
3. Topics									
Topic			Decision Needed?						
4. Parking Lot Issu	es to be followed up on								
Item 1.	W	10	By When						
2. 3.									







Meeting/Project Name:					
Date of Meeting: (MM/DD/YYYY)		Time:			
Minutes Prepared By:		Location:			
1. Meeting Objective					
2. Attendance at Meeting	g				
Name	Department/Division	E-mail	Phone		
2. Awards and Notes D	acidiana Jasuas				
3. Agenda and Notes, D	ecisions, issues	Owner	Time		
Topic		Owner	Time		
4. Action Items					
Action		Owner	Due Date		
5. Next Meeting (if applic	able)				
Date: (MM/DD/YYYY)	Time:	Location:			
Objective:					

