Section 2.10 Plan

<Program name> Meeting Agenda and Minutes

**Meeting Agenda Template**

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| --- | --- | --- | --- | --- |
| ***<Name of team or project>* Meeting Agenda** | | | | |
| **Date**: | | **Time:** | **Location:** | |
| **Invitees:** | | | | |
| **Time** | **Topic** | | | **Outcome / Action Items** |
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**Meeting Minutes Template**

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| ***<Name of team or project>* Meeting Minutes** | | | | |
| **Date**: | | **Time:** | | **Location:** |
| **Attendees:** | | | | |
| **Time** | **Topic** | | **Outcome / Action Items** | |
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