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| **GROUP NAME** |  |
| **DATE & TIME** |  |
| **MEETING TYPE** |  |
| **FACILITATOR** |  |

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| --- |
| TRENDS & TOPICS |
|  |
| COMMENTS & NOTES |
|  |
| QUESTIONS & SUGGESTIONS |
|  |
| UPCOMING MEETING NOTES & PLANS |
|  |

GROUP ROSTER
*Please use the checkboxes in the right column to track your group’s attendance.*

|  |  |  |  |
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| FIRST | LAST | COMPANY | In Attendance |
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