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|  |  |
| --- | --- |
| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |

**BUSINESS MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **MEETING CHAIR:** | Sara Hudson | email: sarahudson@yourcompany.com | phone: 321-456-7890 |
| **MEETING SCRIBE:** | Steve Hart | email: stevehart@yourcompany.com | phone: 321-456-7891 |
| **MEETING TITLE:** | **2017 Development Goals** | | |

**ATTENDEES PRESENT:**

|  |  |  |
| --- | --- | --- |
| Sara Hudson, Position | Steve Hart, Position | Sara Hudson, Position |
| Steve Hart, Position | Sara Hudson, Position | Steve Hart, Position |
| Sara Hudson, Position | Steve Hart, Position | Sara Hudson, Position |
| Steve Hart, Position | Sara Hudson, Position | Steve Hart, Position |

**OBJECTIVES:**

* **Objective 1 description**
  + Remarks
* **Objective 2 description**
  + Remarks
* **Objective 3 description**
  + Remarks
* **Objective 4 description**
  + Remarks

**SCHEDULE:**

|  |  |
| --- | --- |
| **TIME** | **CONTENT DESCRIPTION** |
| 10:30 to 10:40 | Attendance; Call to Order |
| 10:40 to 11:00 | Objective 1 |
| 11:01 to 11:15 | Objective 2 |
| 11:16 to 11:30 | Objective 3 |
| 11:31 to 11:50 | Objective 4 |
| 11:51 to 12:00 | Announcements; Closing Remarks |
|  |  |