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| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |

**MEETING MINUTES**

**Call to Order**

* **Team Name / Organization**
* **Meeting to Discuss**

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* + 2017 Business Practices
* **Attendee Names**
  + Sarah Hudson, Steve Hart
* **Attendees Not Present**
  + Anna James, Ken Smith

**Approval of Previous Minutes**Remarks

**Reports**Remarks

**Unfinished Business**Remarks

**Motions**Remarks

**New Business**Remarks

**Announcements**Remarks

**Other Business**Remarks

**Adjournment**Remarks

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| **SECRETARY APPROVAL:** *(Signature & Date)* |  |