**Meeting Agenda**

**Group Name: [type your group name here]**

**Meeting Date: [type the meeting date here]**

**Meeting Time: [type the time of your meeting here]**

**Facilitated By: [type the facilitator(s) names here]**

**Venue: [type the meeting location here]**

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| **Agenda Item** | **Description** | **Time Allotted** |
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