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| **Meeting Name** | **Meeting Time** |
| **Meeting Date** | |
| **Attendees** | |
| **Guests** | |

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| 1. **Follow-Ups from Last Meeting** |
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| 1. **Critical Issues/Decision Points** |
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| 1. **Project Overview** | | **Deadline** |
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| **Action Steps** | **Person(s) Responsible** | **Deadline** |
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| 1. **Roundtable/Team Updates** |
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| 1. **Upcoming Meeting/Events** |
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| 1. **Agency Updates** |
| 1. **Board of Health Agenda Items/Updates** |
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| 1. **Strategic Plan Objectives/Strategies** | |
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| 1. **Internal Committee Updates** | **Person(s) Responsible** |
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| 1. **External Planning, Priorities, Partnership and Policy Initiatives** | |
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| 1. **Grants** |
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| 1. **Miscellaneous/Other** |
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| 1. **Next Meeting** |
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| 1. **Parking Lot (Topics Placed On Hold)** |
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