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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**
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| 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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