Team/Group Meeting Decision Record

Date:	
Team Name:	
Group Name:	
Team/Group Leader:	
Decisions	Brief Notes for Clarity
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2)	
3)	
4)	
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6)	
7)	·

	P.
Actions/Assignments	

Actions	Assigned	Target Completion	Start Date	Finish Date	
Review Master Calendar	Team				
Submit Newsletter page Items	Team			·	
				·	
		·			
			·		
				·	