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| --- | --- |
| **untitled** | **AGENDA of [Meeting Name]**  **[Day, Date, Year] [Time]**  **[Meeting Room Location]**  **[City, Province]** |

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **ITEM** | **LEAD** |
| 1. | Call to Order |  |
| 2. | Approval of Agenda |  |
| 3. | Approval of Minutes of [date] |  |
| 4. |  |  |
| 5. |  |  |
| 5.1 |  |  |
| 5.2 |  |  |
| 5.3 |  |  |
| 6. |  |  |
| 6.1 |  |  |
| 6.2 |  |  |
| 6.3 |  |  |
| 7. | Time, Date & Location of next meeting |  |
| 8. | Adjournment |  |
|  |  |  |
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