**WEEKLY MEETING AGENDA**

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| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |

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| **MEETING / PROJECT NAME:** | Meeting Title |
| **FACILITATOR:** | Sara Hudson |
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|  **1. ACHEIVEMENTS OF THE WEEK** |
| Success stories of team members |
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| **2. GOAL PROGRESS REVIEW** |
| **GOAL DESCRIPTION** | **GOAL MARK** | **YTD CURRENT YEAR** | **YTD PREVIOUS YEAR** |
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| **3. REVIEW OF PREVIOUS MEETING ACTION ITEMS** |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | Anna James | Friday, April 22, 2016, 1:00 PM |
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| **4. NEW AGENDA ITEMS** |
| **ACTION** | **TO BE PRESENTED BY** | **PROJECTED OUTCOME** |
| Action Description | Anna James | Outcome Description |
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| **5. REVIEW** |
| Review of New Agenda Items; Review of meeting: what worked and what can be improved? |
| **6. NEXT MEETING**  |
| **DATE** | Thursday, March 23, 2016 | **TIME** | 1:00 PM | **LOCATION** | Meeting Room 4 |

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| **SUBMITTED BY:** | Sara Hudson | **APPROVED BY:** | Anna James |