**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 |

**[](https://www.smartsheet.com/try-it?trp=8585&utm_source=integrated+content&utm_campaign=/free-weekly-schedule-templates-excel&utm_medium=weekly+agenda+template&lx=M7PDvlgvtVWQvVwd9-8gKg)**