**STAFF KICKOFF MEETING MINUTES**

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| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
|  |  |  |  |

|  |  |
| --- | --- |
| PROJECT NAME | FACILITATOR |
|  |  |
| **ACHIEVEMENTS OF THE TEAM** | |
| Success stories of team | |

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| **PREVIOUS MEETING ITEMS REVIEW** | | |
| DESCRIPTION | ACTION TAKEN BY | DATE |
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| **AGENDA ITEMS** | | |
| DESCRIPTION | PRESENTED BY | OUTCOME |
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| **ITEM REVIEW** |
| Review of New Agenda Items. |

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| **NEXT MEETING TO BE HELD** | | | |
| DATE | LOCATION | START TIME | END TIME |
|  |  |  |  |