

Meeting Minutes

In order to maintain organization and accountability, CEE teams are encouraged to elect a secretary to take meeting minutes and email them to all team members after each meeting. Emailing the meeting minutes to your campus coordinator is an easy way to keep her informed as well.

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| Date : | | Location: | |
| Time: | | Minutes Prepared By: | |

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| Meeting Objective: | |
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| Attendees: | Absentees: |
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| Topic: | Discussion: |
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| Assigned Tasks: | Team Member: |
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| Next Meeting: | |
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