DEMUSIS Meeting Minutes Report

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| Subject of the Meeting: |  |
| Date: |  |
| Minutes Prepared by: |  |
| Time and Location: |  |

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| 1. Attendance at Meeting |
| Name | Institution | Signature |
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| 2. Meeting Purpose |
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| 3. Meeting Agenda |
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| 4. Meeting Notes, Decisions, Issues |
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| 5. Actions |
| Action | Assigned to | Due Date |
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| 6. Attachments (documents/handouts to bring, reading material, etc.) |
| Description | Prepared by |
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| 7. Next Scheduled Meeting |
| Date: |  |
| Time: |  |
| Location: |  |