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Description automatically generated

**CLOC Community Group Meeting Notes**

Date: <date>  
Time: <start time – end time>  
Location: <location>  
Regional Leaders: <committee/group leader name>

# AGENDA

Sample agenda included below – To be modified per group event:

1. Welcome
2. Introductions and/or roll call
3. Review and Approve Previous Minutes
4. Group Leader Report / Agenda Overview
5. Guest Speaker(s) (optional)
6. Member Discussions
7. Next steps
8. Upcoming Events
9. Adjournment

# ATTENDEES

LIST ATTENDEES HERE (Name & Company)

# MINUTES

INSERT YOUR NOTES HERE

# Next Steps & Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assignee** | **Due Date** |
| Post meeting minutes and recording (if applicable) to CLOC Regional Group Community Library | Assign at each meeting | No more than 15 days after meeting |
|  |  |  |

# Next Meeting

INDICATE NEXT MEETING DATE/TIME/LOCATION/TOPIC(S)