**AGENDA**

**Date** 00, 2019

**Time** 1:00 – 2:00 p.m.

**Location** Room Xxxxxxxxx

**List of attendees**

Bob Smith

Jane Doe

John Smith

John Doe

1. *Call to order* Jane Doe
2. *Lorem ipsum dolor*  Jane Doe
3. *Lorem ipsum dolor*  Jane Doe
4. *Lorem ipsum dolor*  Jane Doe
5. *Lorem ipsum dolor*  Jane Doe
6. *Lorem ipsum dolor*  Jane Doe