**AGENDA**

**Meeting:** (Name of Meeting)

**Date:** January 31, 2021

**Time:** 3:00 am – 4:00 pm

**Location:** Boardroom A

**Attendees:** Wayne G., Serena W., Lebron J., Hayley W., Peyton M.

**Regrets:** Terrell O.

**Facilitator:** Chris B.

**Note taker:** Tom B.

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| --- | --- | --- |
| Start Time | Item | Owner |
| 11:00 am | Welcome and Territorial Acknowledgements*We acknowledge and thank (the First Nations on whose lands you are meeting) for allowing us to live, work, and play on their traditional lands.* | Chris B. |
| 11:20 am | Topic 1* *Speaking notes/prompts*
 | Serena W. |
| 11:30 am | Topic 2* + *Speaking notes/prompts*
 | Hayley W. |
| 11:40 am | Topic 3* + *Speaking notes/prompts*
 | Lebron J. |
| 11:45 am | Roundtable | All |
| 12:00 pm | Adjourn | Chris B. |

**Meeting Ground Rules**

* Rule 1
* Rule 2
* Etc..

**Parking Lot**

* Topic 1
* Topic 2
* Etc…

**Items for Follow-Up:**

* Follow-up item 1 | (who is responsible) | Due Date
* Follow-up item 2 | (who is responsible) | Due Date
* Etc…