# Agenda & Minutes

# Georgia Technology Authority

###### [Insert Project Name]

###### Date :

#### Time:

**Location:**

## Agenda

|  |
| --- |
| **Purpose:** |
| **Invited:** |
| Host: |
| **Facilitator:** |

| **Number** | **Time** | **Topic** | **Objective (s)** | **Responsible** |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |
|  |  |  |  |  |

Minutes

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| --- |
| **Attending:** |

| **Discussion** | |
| --- | --- |
| Topic |  |
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| --- | --- | --- |
| **Key Decisions** | | |
| Number | **Decision** | **Owner** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Action Items** | | |
| Number | **Item** | **Owner** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Issues/ Risks** | | |
| Number | **Issue Statement** | **Owner** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Next Meeting** | | |
| **Number** | **Topic** | **Responsible** |
|  |  |  |