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| --- |
| AGENDA/MINUTES |
| Team Name |  |
| Date |  |
| Time |  |
| Location |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator |  | Recorder |  |
| Team members | Present XAbsent O |
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| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
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|  |  |
| Action Items | Responsibility |
|  |  |
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|  |  |

**ALWAYS KEEPING IN MIND:**

**Barton Core Priorities (Values)/Strategic Plan Goals**

 **Drive Student Success**

**Cultivate Community Engagement**

**Emphasize Institutional Effectiveness**

**Optimize Employee Experience**