

Meeting Details

Team Name:	HR Team
Meeting Date:	May 20, 2022
Time:	10 AM - 12 PM
Venue:	HR Room
Attendees:	Jonathan Glover, Mark Curry, Alva Owen, and Martha Haviland
Absent Members:	Kirk Newton and Angela Andrews
Minutes Taker:	Alva Owen

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SAMPLE MEETING AGENDA TEMPLATE

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