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

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| Facilitator | |  | | | | | Recorder |  | | |
| Team members | | | | | | | | | Present X  Absent O | |
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| Guests | | | | | | | | | | |
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| Informational Items | | | | | | | | | |  |
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| 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**