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| ***Meeting Title:***  ***IDA MEETING TEMPLATE*** | | | | | ***Location:*** | | |
| ***Objective:*** | | | | | | | |
| ***Pre-Work Required:*** | | | | | | | |
| **Agenda Topic** | **Desired Outcome** | **Led by** | **Time** | ***Issues*** | | ***Decisions*** | ***Actions:*** |
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Ground Rules: Arrive 5 Minutes Early, Participate, TTO (Turn Technology Off)