|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | |  | | | | | | |
| Time: | |  | | | | | | |
| Location: | |  | | | | | | |
| Purpose: | |  | | | | | | |
| Dial-in number: | |  | | Participant. Code: | | |  | |
|  | |  | | | | | | |
| ***#*** | | **HC Invited Attendees** | | **✓** | | **#** | **AZ Invited Attendees** | | **✓** |
| *1* | |  | |  | | 1 |  | |  |
| *2* | |  | |  | | 2 |  | |  |
|  | |  | |  | | 3 |  | |  |
|  | |  | |  | |  |  | |  |
|  | |  | |  | |  |  | |  |

# ----- Meeting minutes-----

|  |  |
| --- | --- |
| **Subject** | **Lead** |
| Agenda: |  |
| Comments/ discussion: |  |
| Action items/Next Steps |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverables | Original plan date | Current date | Complete date | Reason for change |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |