|  |  |
| --- | --- |
| 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |