

**AVATAR Partnership Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

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| --- | --- | --- | --- | --- | --- |
| **Meeting:** |  | | | | |
| **Meeting Purpose:** |  | | | | |
| **Date:** |  | **Start Time:** |  | **End Time:** |  |
| **Meeting Coordinator/ Facilitator:** |  | **Location:** | |  | |
| **Meeting Recorder:** |  | **Meeting Timekeeper:** | |  | |

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| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
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**Agenda Format Key:** P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

**AVATAR Meeting Minutes**

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| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Due Date** |
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| **Notes** | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
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