CLCA WEEKLY MEETING

Minutes

**Location:**

**Date:**

**Time:**

**Facilitator:**

# **In Attendance**

* CLCA/ Staff names

**Members not in attendance**

* CLCA /Staff names

**Agenda Items**

* Item 1
* Item 2
* Item 3

**Discussion**

**Item 1**

* Discussion points

**Item 2**

* Discussion points

**Item 3**

* Discussion points

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Owner(s) | Deadline | Status/Resolution |
| Task to be done | CLCA/ Staff to do | Date | Completed/Not completed |
|  |  |  |  |