*********School PTA***

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| --- | --- | --- | --- |
| **School Name** |  | **School Location** |  |
| **Date** |  | **Time** |  |
| **Meeting called by** |  | **Day** |  |

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| **Meeting Topic** |
|  |
| **Description** |
|  |

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| **Board Member** | | |
| **Name** | **Title** | **Description** |
|  | Title 1 |  |
|  | Title 2 |  |
|  | Title 3 |  |
|  | Title 4 |  |
|  | Title 5 |  |
|  | Title 6 |  |
|  | Title 7 |  |
|  | Title 8 |  |
|  | Title 9 |  |
|  | Title 10 |  |

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| --- | --- | --- |
| **Time** | **Item** | **Owner** |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |
| HH : MM : SS |  | Lorem Ipsum |

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| --- | --- | --- | --- |
| **Next Meeting** | | | |
| Date |  | Time |  |