**PTA Meeting Agenda**

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| **School PTA Meeting** |  |
| **School Name** |  |
| **Location** |  |

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| **Meeting Date** |  |
| **Meeting Time** |  |

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| **Board Members** | |
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

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| **Time** | **Action to be done** | **Owner** |
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| **Comments** |
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| **Next Meeting Date** | **Next Meeting Time** |
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| **Signature** | **Signature** |