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| **Meeting:** | | **Date:** |
| **Members Present:**  **Members Absent:**  **Guests:** | | **Time:** **Location:** |
| SUBJECT | **DISCUSSION** | **FEEDBACK/RESOLUTION** |
| **Disclosures** |  |  |
| Title/Format of Conference |  |  |
| Purpose |  |  |
| Needs Assessment/Practice Gap |  |  |
| Outcomes Measurement/Competency |  |  |