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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 |  |  |