

Organizational Committee Meeting Schedule

Meeting Details

Date	<div></div>
Time	<div></div>
Location	<div></div>
Facilitator	<div></div>

Attendees

Name	Role/Position	Present
<div></div>	<div></div>	Yes / No
<div></div>	<div></div>	Yes / No
<div></div>	<div></div>	Yes / No

Agenda

Time	Topic	Lead	Notes
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Action Items

Action Item	Responsible	Deadline	Status
<div></div>	<div></div>	<div></div>	Pending / Done
<div></div>	<div></div>	<div></div>	Pending / Done
<div></div>	<div></div>	<div></div>	Pending / Done

Notes: