



Meeting Date: Today

Time: During webinar

Purpose: Generate a list of vacation options

Agenda:

- Settle In
- Review and revise agenda
- Confirm decision making process for choosing vacation location:
 - Group will generate location options and criteria today
 - After call, members will individually rate options using criteria using form generated from today's call
 - Group will reconvene to review ratings and decide using consensus
- Modified brainstorm on vacation location options (3 per person)
- Generate criteria for choosing vacation options (3 per person)
- Next steps
- Adjourn



Participants	Agenda review and additions?	Agenda Item 1: Discussion round one	Agenda Item 1: Discussion round two	Ready to move on?	Agenda Item 2: Discussion round one	Agenda Item 2: Discussion round two	Ready to move on?	Agenda Item 3: discussion round one	Agenda Item 3: Discussion round two	Ready to move on?	Anything else?	Ready to move on?	Next Steps	Ready to adjourn?
Laura														
Robert														
Leah														

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