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**ESPBC 10-Minute Meeting Agenda Template**

**Agenda**

|  |  |
| --- | --- |
| 2 minutes | Provide an update on the current issue:* Enter the latest topic affecting the union.
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| 7 minutes | Hot Topics* Enter the latest trending topic in the union.

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| 1 minute | A Positive Message* Share an encouraging message for members about upcoming events.
 |
| TOTAL: 10 minutes |  |

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**ESPBC 10-Minute Meeting**

Work Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Attendance

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| --- | --- |
| **Name** | **Personal Email Address (not BCPS)** |
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Meeting Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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