**Meeting Minutes**

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| **Name of Coalition** |  |
| **Date of Meeting** |  |
| **Time of Meeting** |  |
| **Place of Meeting** |  |
| **Purpose of Meeting** |  |

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| **Attendee Name** | **Organizational affiliation** |
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| **Agenda Items [Adjust as needed]** | **Notes** |
| Approval of past minutes & current agenda |  |
| Featured focus Speaker | Communities That Care [or other coalition] representative [name] described their work and coalition members discussed. See ECC&CTC Summary attached. |
| Updates from attendees |  |
| Task force updates |  |
| Future meeting announcements and adjourn |  |